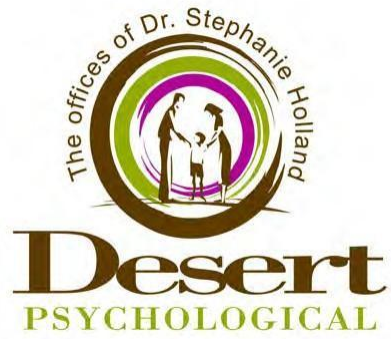




TRAINEE RESOURCE & PROCEDURES MANUAL

TABLE OF CONTENTS

I. Introduction	3
Trainee Manual Acknowledgment Form	4
Trainee Resource & Procedures Manual Overview	5
Overview of Desert Psychological	5
Meet the Team	6
II. General Policies	10
III. Desert Psychological Services Provided	15
VI. Clinical Documentation Guidelines	17
Required Documentation Types	18
CarePaths Documentation Procedures	18
Google Drive Storage Protocols	22
VII. Forensic Evaluations	22
Purpose and Scope	22
Referral and Administrative Procedures	22
Evaluation Procedures	23
Calendar and Billing Protocols	23
Drive Folder and Documentation Requirements	23
Submission Timeline and Supervisory Review	23
VIII. Vocational Rehabilitation Evaluations	24
IX. Youth Parole Services	25
Caliente Youth Center (CYC)	26
Summit View Youth Center (SVYC)	26
Certification Evaluations	26
62C Risk Assessments	26
X. Immigration Evaluation Procedures	27
N-648 Evaluation Instructions	27
USCIS Requirements	27
Submission Protocols	27
XI. VA Compensation & Pension (C&P) Evaluations	28
XII. Police Suitability & Wellness Evaluations	30
XIII. SAPTA Documentation Requirements for CADC Trainees.....	31
XIV. Supervision Guidelines	34
XV. Evaluation and Performance Review	35
XVI. ResourcesF.....	
37	

I. INTRODUCTION

A. Welcome!

This Training and Resource Manual has been compiled to assist you in your training at Desert Psychological. We know you will have many questions throughout your journey with the various forms and different procedures.

All documents are kept in a digital format and are available for you to use. Should you need any of the required documents, please request a copy from the front office.

If you come across something that needs to be corrected or updated, please email the front office.

This manual is intended to be changed and revised with information that is current and relevant. If you have a suggestion for something that you think should be included, please discuss with your supervisor and they will help determine the appropriate revisions.

Our Employee Contact List is updated periodically, and you will receive the most current versions via email.

We wish you success and hope you enjoy your time with Desert Psychological!

A handwritten signature in black ink, appearing to read 'SHOLL', followed by a long horizontal flourish.

Stephanie Holland, PsyD.

B. Trainee Manual Acknowledgment Form

Please read this manual in its entirety as part of your onboarding process. Once you have reviewed all sections, complete and sign the acknowledgment form on this page. This form confirms your understanding of the policies, procedures, and expectations outlined throughout the manual. **The signed form must be submitted to your supervisor and cc Dr. Holland within two weeks of your onboarding date and will be kept on file as part of your trainee record.**

I, _____, acknowledge that I have received, reviewed, and understand all components of the **Desert Psychological Trainee Manual**. I recognize that the manual contains essential policies, procedures, and expectations for my training experience at Desert Psychological.

By signing below, I confirm that:

1. I have read the entire trainee manual and understand its contents.
2. I agree to adhere to the policies and guidelines outlined within the manual.
3. I understand that failure to comply with these policies may result in corrective action, up to and including termination from the training program.
4. I acknowledge that I can seek clarification from my supervisor or the training director if I have any questions regarding the manual's content.

Trainee Name (Printed): _____

Trainee Signature: _____

Date: _____

Supervisor Name (Printed): _____

Supervisor Signature: _____

Date: _____

This signed acknowledgment form will be kept on file as part of the trainee's records at Desert Psychological.

SIGN AND SEND TO DR. HOLLAND WHEN YOU ARE FINISHED REVIEWING THE TRAINEE MANUAL WITHIN TWO WEEKS OF ONBOARDING

II. TRAINEE RESOURCE AND PROCEDURES MANUAL

This manual is intended to support the training and development of individuals from a range of educational and professional backgrounds. Some content may review foundational psychological concepts that are familiar to those with advanced training in psychology or related disciplines.

This manual has been developed for trainees with varying levels of academic preparation and clinical experience. While certain sections may review foundational material that is familiar to those with advanced training, this content has been intentionally included to ensure a consistent baseline of knowledge across disciplines. Our objective is to promote a shared framework that supports the effective integration of all trainees into our multidisciplinary clinical environment.

Above all, we want to ensure that our staff members approach our clients with compassion, honesty, and integrity. For those training with Desert Psychological, our goal is that by the conclusion of your time with us, you will feel confident in your ability to pass your licensing examination, deliver a variety of therapeutic interventions, navigate the complexities of private practice, and advance confidently in your professional career. Within that context, we are equally committed to fostering a supportive and collegial work environment—one that enables each team member to offer their highest level of service to those in our care.

III. Overview of Desert Psychological

Stephanie Holland, Ltd., aka *Desert Psychological*, is a private, for-profit mental health organization. Founded in 1999 as a small private practice, the company has since grown into a multidisciplinary clinic offering a broad spectrum of mental health and substance use services. Our team includes Licensed Alcohol and Drug Counselors (LADCs), Marriage and Family Therapists (MFTs), Licensed Professional Counselors (LPCs), PhD and PsyD psychologists, as well as practicum students, interns, and psychological fellows—ensuring comprehensive, collaborative care for our clients. We are currently preparing to submit our SAPTA certification application, demonstrating our commitment to high-quality substance use treatment, and are in the process of completing our self-study for APA accreditation to uphold the highest standards in psychological training and clinical practice. We take pride in our professional staff, many of whom completed their internships here, became licensed providers, and chose to remain with the practice—contributing to both the expansion of our services and the continued refinement of our expertise in assessment and treatment.

A. Our Core Values

- To value a multi-disciplinary approach
- To inspire adaptability and independence
- To actively participate in improving the lives of those in our community
- Our core values serve as the foundation for the quality of services we provide for all

of our clients, especially those in at-risk populations and their care providers.

B. Meet the Team

1. Founder and Clinical Supervisor

- **Dr. Stephanie Holland, PsyD**

As a result of her ongoing work with youth in foster care, in 1999 she co-founded a non-profit, Child Focus, to provide services and resources to children in foster care and their families. Child Focus, now a part of St. Jude's Ranch for Children, still maintains Dr. Holland's vision for Sibling Preservation, where sibling events allow brothers and sisters to maintain contact over the years they are separated.

Dr. Holland held the position of Exam Commissioner for the State of Nevada Board of Psychological Examiners for 5 years and is now an appointed Board Member of the State Board of Psychological Examiners for the past 6 years.

2. Clinical Staff

- **Dr. Kellie Nesto, PhD**

Degree/Title: Clinical Psychology (PhD) / Licensed Psychologist

Specialty: Neurodevelopmental disorders; supervision

How Long with DP/Odyssey: Since 2019 (as an intern)

Email/Contact Info: drnesto@odysseylv.com / 724-255-2438 (internal use only)

- **Dr. Valerie Modirpour, PhD**

Degree/Title: Clinical Psychology (PhD) / Licensed Psychologist

Specialty: VA examinations

How Long with DP/Odyssey: Not specified

Email/Contact Info: drmodirpour@desertpsychnv.com / 361-549-2506

- **Dr. Laura Jensen, PhD**

Degree/Title: Counseling Psychology (PhD), University of Denver

Specialty: Diagnostic assessment of personality disorders, mood disorders, psychotic disorders, and trauma

How Long with DP/Odyssey: Since January 2019

Email/Contact Info: drlaurajensen@gmail.com / 702-964-0205

- **Dr. Alexis Sliva, PhD**

Degree/Title: Clinical Psychology (PhD)
Specialty: Clinical and forensic evaluations
How Long with DP/Odyssey: 2.5 years
Email/Contact Info: sliva@kimelpsych.com / 763-218-3024

- **Dr. Jeffrey Aguiar, PsyD**

Degree/Title: Clinical Psychology (PsyD) / Licensed Psychologist
Specialty: Psychological assessment
How Long with DP/Odyssey: Since August 2022
Email/Contact Info: draguiar@desertpsychnv.com / 775-544-9156

- **Michael McNamara, PsyD**

Degree/Title: Clinical Psychology (PsyD) / Post Doctoral Inter (2024) Fellow (2025)
How Long with DP/Odyssey: Since September 2024
Email/Contact Info: DrMcNamara@desertpsychnv.com / 801-319-4998

- **Dr. Chiante Josiah Jemison, PhD, LCADC-S**

Degree/Title: Master of Science in Psychology with an emphasis on Addictions / Psychological Intern
Specialty: Addiction, Autism Testing, Psychological Assessments
How Long with DP/Odyssey: Since August 2024
Email/Contact Info: chiante@desertpsychnv.com / 702-673-3659

- **Edward Kovacs III, BS, CADC**

Degree/Title: Bachelor of Science / Certified Alcohol and Drug Counselor / Program Director of Youth Parole
Specialty: High Acuity, Vulnerable, Substance-Involved, Criminogenic, Gang-Involved, and Exploited Adolescents; Recognized Speaker/Trainer
How Long with DP/Odyssey: Since 2025
Email/Contact Info: edward@desertpsychnv.com / 725-232-1122
Additional Email: krownedkingzwellness@gmail.com

- **Nadia Sheik Yosef CADC-I**

CSSW Practicum Student / CADC-I (Certified Alcohol and Drug Counselor, Intern)
Specialty: Substance Use, Youth Parole, Medicaid Therapy
How Long with DP/Odyssey: Since May 2023
Email/Contact Info: nadia@desertpsychnv.com / 702- 339-7066

- **Natalie Chisam, B.A., CADC-I**

Degree/Title: MSW Student / Bachelor of Arts in Psychology / Certified Alcohol and Drug Counselor intern (CADC-I)

Specialty: Lead Reentry Specialist

How Long with DP/Odyssey: Since December 2023

Email/Contact Info: natalie@desertpsychnv.com / 702-994-1843

- **Marissa Alvarez, M.A.**

Degree/Title: Clinical Psychology (PhD) / Psychological Trainee

Specialty: Forensic Psychology

How Long with DP/Odyssey: Since February 6, 2025

Email/Contact Info: marissa@desertpsychnv.com / 619-942-1374

- **Tatev Gaboyan, LCPC**

Degree/Title: Licensed Clinical Professional Counselor / PsyD Practicum Student

Specialty: Assessment

How Long with DP/Odyssey: Since June 2025

Email/Contact Info: tatev@desertpsychnv.com / (702) 465-3505

- **Dr. Keerat Sidhu Bhatti, PsyD**

Degree/Title: Clinical Psychology (PsyD) / Post Doctoral Fellow (2025)

Specialty: Testing

How long with DP: Since March 2026

Email/Contact Info: drbhatti@desertpsychnv.com

3. On-Site Office Staff

- **Holly Lindholm, BA**

Degree/Title: Administrative Office Lead (Employee of OWI)

Specialty: Administrative operations

How Long with DP/Odyssey: Approximately 1 year

Email/Contact Info: info@odysseylv.com / hollylindholm@yahoo.com / 702-521-1090

4. Off-Site Office Staff

- **Ray Holland**

Degree/Title: Of Counsel Attorney

Specialty: Legal consultation

Email/Contact Info: rholland@hollandlegalservices.com

- **Michael Sharon**
Degree/Title: Accountant / Payroll Specialist
Specialty: Financial services
Email/Contact Info: michael@kaysoninc.com
- **Cindy Depa**
Degree/Title: Referral and Billing Coordinator
Specialty: Referrals; youth and parole billing
Email/Contact Info: referrals@desertpsynhv.com / 702-371-7285
- **Regina Mascorro**
Degree/Title: Scheduling and Credentialing Specialist
Specialty: Scheduling; Medicaid credentialing; billing
Email/Contact Info: scheduling@desertpsynhv.com

IV. GENERAL POLICIES

A. Payroll Procedures

Invoices and timesheets are due every Thursday by 3:00 PM, regardless of whether the provider is salaried or contracted. Completed documents must be submitted via email to the following addresses:

- michael@kaysoninc.com (accountant)
- referrals@desertpsynhv.com (If you have youth parole/probation assignments)
- drholland@desertpsynhv.com (**ONLY** if she is your supervisor)
- scheduling@desertpsynhv.com (If you have medicaid clients)
- billing@desertpsynhv.com (If you have forensic clients/cases)
- draguiar@desertpsynhv.com (If you have an VA Exams or RR for VA Exams)

If revisions are required, they must be made by Friday morning to ensure timely processing. All timesheets must be reviewed and approved by administrative staff each week before payroll can be released. Clinical notes must be completed and signed before any client work can be billed. Signed notes are due within 48 hours of the session.

To streamline our timesheet approval process and reduce the volume of weekly approval emails, we are implementing the following procedure:

****1. Personalized Invoice Approval Area:****

* Each employee/clinician will now personalize their editable invoice by adding an approval section that includes the names of their direct supervisors/approvers.

* Email this personalized invoice in a group email to only the listed supervisors/approvers.

****2. Supervisor Approval Process:****

* Supervisors will either initial the invoice to indicate approval or directly contact the employee/clinician with any questions.

* Please ****do not**** use "Reply All" for these communications to further reduce email traffic.

****3. Timesheet Submission and Filing:****

* Once all required approvals are received on a timesheet, the employee/clinician should save it in their personal timesheet folder.

* Every other Thursday, employees/clinicians will email their approved payroll timesheet to Michael Sharon.

****4. Specific Approval Requirements:****

* ****Dr. Holland**** will approve all weekly timesheets for administrative staff and supervisors, including Cindy, Regina, Emma, Edward, Cami, Dianne, Dr. Nesto, Dr. Sliva, and Dr. Modirpour.

* All other staff members should send their timesheets only to their direct supervisor and any department for whom work was conducted.

****5. Sample Approval Area:****

Below is an example of how the approval area should appear, preferably at the bottom left of your timesheet:

SUPERVISORS/DEPARTMENT	Approval-Initials
Dr. ... (Supervisor Name)	
Dr. Holland	
Cindy Depa	
Regina Mascorro	
Dianne Klepin	

B. Timesheet and Invoicing Requirements

When completing your timesheet:

- All required fields must be completed. If a field does not apply, enter "N/A."
- Diagnostic (Dx) and CPT codes must be included for all insurance-based services and

- Youth Parole cases.
 - For insurance-based psychological testing:
 - Include the Authorization Number (pre-authorization is required)
 - Include the Insurance ID (available in CarePaths)
 - For non-insurance cases:
 - Use the Insurance ID field to indicate the board category (e.g., Forensics, Supervision)
 - Use the Authorization Number field to provide service-specific details (e.g., child interview, psychological testing)
 - Include record review, report writing, and admin/supervision/training time as appropriate:
 - Admin time may be categorized generally unless a specific pay structure applies—in which case, detail the service and associated rate.
 - The Total column should reflect Rate × Units
 - The final invoice total should equal the sum of Total Billable Client Time + Total Admin Time
 - Additional Guidelines:
 - Youth Parole timesheets must be **electronically signed** and uploaded to the client's folder.
 - *YP Electronic Signature:* [W YP Electronic Signature.docx](#)
 - If a youth is not seen, enter a **miscellaneous note** stating the attempted contact and reason for the missed session.
 - If a report is in progress, the associated service should still be included with a note (e.g., “Report in progress”).

C. Google Calendar and Drive Protocols

- **Google Calendar Guidelines**
- All clinical and administrative activities must be accurately entered into the shared Desert Psychological Google Calendar. Entries must include the client's initials, location, type of service, and clinician's initials (e.g., “JD – SVYC – Indiv – MH”), and must be scheduled at the exact time the session will occur.
- Each entry must be color-coded according to the chart below. Calendar entries serve as the official record for scheduling, billing, facility access, and supervision. Sessions must be updated in real time if canceled, moved, or changed.
 - Color Coding Chart:
 - **Red/Tomato**: Time Off/Driving/Unavailable/Personal Time
 - **Tangerine**: QTC VA Exams (Record Reviews/Interviews/Report Writing)
 - **Sage**: Vocational Rehabilitation Reports/Exams/Interviews

- **Peacock**: Police Reports/Exams/Interviews
 - **Lavender**: Youth Parole/Probation (PSR, BST, Evaluations, Contact Parents & Parole Officers, Drug Court/SUD Counseling/SUD Assessments, Caliente Youth Center Services/Reentry/Contacting Parole for CYC, Summit View Youth Center Services
 - **Graphite**: Administration Work/Writing Time
 - **Flamingo**: Supervision/Trainings/Staffing/Meetings
 - **Banana**: VES VA Exams (Record Reviews/Interviews/Report Writing)
 - **Basil**: Forensic Interviews/Writing/Reports AND Cash Pay Therapy
 - **Blueberry**: Medicaid/Insurance (Therapy, Intakes, etc.)
 - **Grape**: No assigned service for this color
- Make sure each calendar entry includes all required information and uses the assigned color.

D. Google Drive Protocols

- Trainees are granted access only to folders relevant to their current cases and assignments. All documents must be saved in the appropriate client folder, clearly labeled with the client's initials and the document type (e.g., "JD – Intake Interview Notes").
- Do not create new folders unless explicitly authorized by a supervisor. Maintain consistent formatting and naming conventions to ensure file integrity and facilitate supervision. Personal notes or informal drafts should not be stored in shared folders unless clearly marked (e.g., "WORKING DRAFT – Not Final").

E. Email Signature Standards

Business Email Signature—Proper Elements

- **Name**: Pretty obvious, but sometimes it is difficult to determine the sender's name from the email address. It also helps people know the correct spelling of your name
- **Professional Title**: People need to know where you fall in the scheme of things. Your title or position in a company immediately tells others this.
- **Position**: You should include "Under the supervision of ..." if that applies to you.
- **The Company Name**
- **Phone Number**: Only the company number is required, but if you use your mobile phone for work or a Goggle number, include that as well, and identify each number.
- **Disclaimer**: DP requires that you include a disclaimer about sensitive information being transmitted, so include that as well below the signature area.
 - *Example*

■ **Jeffrey Aguiar, PsyD**

Postdoctoral Fellow working under the supervision of:

Stephanie Holland, Psy.D.

Licensed Psychologist

Dr. Stephanie Holland, LTD and Desert Psychological

Las Vegas, Nevada

(P) 702-650-6508

draguiar@desertpsychnv.com

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F. Letterhead Use

The letterhead our office uses on reports and letters is as follows. The email address utilized is either scheduling@desertpsychnv.com or billing@desertpsychnv.com.

- Only reports to the court should contain Dr. Holland's email drholland@desertpsychnv.com

■ **Example**

Dr. Stephanie Holland, Ltd.

▪ Licensed Psychologist #0348 ▪

3067 E. Warm Springs Rd., Ste. 100 ▪ Las Vegas, Nevada 89120

Phone: 702-650-6508 ▪ Email: scheduling@desertpsychnv.com

G. NPI and Taxonomy Registration/Updating

- The National Provider Identifier (NPI) is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique identification number for covered healthcare providers. All Healthcare providers must have an NPI number for identification and billing purposes. Everything you do as a provider from here on will have your NPI number associated with it.

- Taxonomy codes are administrative codes set for identifying the provider type and area of specialization for health care providers. Each taxonomy code is a unique ten-character alphanumeric code that enables providers to identify their specialty at the claim level. A provider can have more than one taxonomy code. At the time you apply for an NPI number, you will also need to choose a Taxonomy Code.
 - 390200000X Student in an Organized Health Care Education/Training Program is an appropriate one to use while you are a trainee.
 - **Where You Apply:**
 - This is the website where you apply for an NPI number: [NPPES](#)
 - There is an instruction page and you apply either as an individual provider or as a company.
 - **If you have questions:**
 - NPI Enumerator P.O.Box 6059 Fargo, NO 58108-6059
 - Phone: 1-800-465-3203 {NPIToll-Free} Phone: 1-800-692-2326 {NPITTY}
 - E-Mail: customerservice@npienumerator.com
 - Once the initial application is enumerated, and a National Provider Identifier (NPI) is assigned, there are two options to update the information on a National Provider Identifier (NPI) record.
 - **Option 1: Making Changes Online**
 - Updates can be made online by accessing <https://nppes.cms.hhs.gov/#/> and completing the steps below:
 - On the Home Page of the National Plan and Provider Enumeration System (NPPES) website, enter your Identity and Access Management System (I&A) User 10 and password.
 - *Note: If you do not have an I&A User 10, you can obtain one by selecting the Create or Manage an Account link.*
 - *Note: If you have forgotten your I&A User 10 or Password, you can select the Forgot User 10 or Password? link on the NPPES website.*
 - Select the pencil icon to edit the NPI record information.
 - *Note: Selecting the magnifying glass icon puts the record in View Only mode.*
 - Access the page that contains the information to be updated
 - Update the necessary information.

- Continue through the NPI record to the Certification Statement on the Submission page. Check the box at the bottom of this page.
- Select Submit.
 - *Note: Not all information can be updated on the NPI record online. Updates to the Social Security Number (SSN) or Date of Birth (DOB) need to be completed on a paper NPI Application/Update form.*
- **Option 2: Making Changes with a Paper Application/Update Form**
 - You can update information using a paper NPI Application/Update form by completing the steps below:
 - In Section 1A Reason for Submittal of this Form, select the Change of Information box.
 - Provide the correct NPI on the line below the Change of Information box.
 - Complete the sections that need to be updated. If you are making an update to Section 3C Other Provider Identification Numbers or Section 3D Provider Taxonomy Code, be sure to indicate if the information is to be added to the NPI record, or if it is to replace the information that is currently in the NPI record.
 - In Section 4A or 4B Certification Statement, the Provider/Authorized Official will sign the application. For Entity Type 1 applications, the Provider will sign in Section 4A. For Entity Type 2 applications, the Authorized Official will sign in Section 4B.
 - Once the paper NPI Application/Update form is completed, it must be returned to the NPI Enumerator via mail at the address provided on the third page of the application. NPI Application/Update forms received via email or fax will not be processed.
 - *Note: Once the NPI Application/Update form has been processed, NPES will automatically transmit a notification to the Contact Person email address listed on the NPI record. If the NPI record does not contain an email address,*

the notification will be sent to the Business Mailing Address listed on the NPI record.

H. HIPAA and Ethics Expectations

- Please review these HIPAA policies and procedures
 - **Mental Health Ethics in Nevada | MyCASAT**
 - **HIPAA Compliance**
 - **What Does HIPAA Mean to You? An Introduction to Privacy Rights for Psychology Clients**
 - **<https://www.apaservices.org/search?query=HIPAA>**
 - **HIPAA Training and Resources | HHS.gov**

V. DESERT PSYCHOLOGICAL SERVICES PROVIDED

In alignment with our core values, Desert Psychological offers a wide range of clinical and forensic services across Nevada. These services span correctional, medical, legal, and therapeutic settings, providing trainees with exposure to diverse populations and a range of referral questions.

A. Forensic Services

Dr. Holland conducts court-involved psychological evaluations, including child custody evaluations, often arising in high-conflict divorce proceedings. These evaluations are typically court-ordered, stipulated by both parties, or secured by one party and are designed to inform custody and parenting plan decisions.

B. Vocational Rehabilitation (VOC)

Psychological evaluations are also provided for individuals referred through vocational rehabilitation services. These assessments explore the impact of psychological or cognitive impairments—such as substance use or neurocognitive disorders—on an individual’s ability to secure and sustain employment, and they include recommendations for vocational planning.

C. Youth Parole

Desert Psychological partners with the Nevada Division of Child and Family Services and the Clark County Juvenile Justice system to provide clinical and forensic services for justice-involved youth across multiple settings. These services support the rehabilitation, treatment, and legal evaluation of youth in state custody, from secure placements to community reentry.

- **Caliente Youth Center (CYC):** Caliente Youth Center (CYC) is a staff-secure correctional facility located in Caliente, Nevada, serving adjudicated youth ages 12–18. Desert Psychological provides on-site clinical services including weekly group substance use treatment, individual therapy, and participation in multidisciplinary treatment planning.

Trainees may assist with group facilitation and collaborate with facility staff, parole officers, and mental health professionals to support youth as they complete the CYC program and transition to parole.

- **Detention and Certification Evaluations:** Desert Psychological also provides court-ordered forensic evaluations for youth detained in Clark County's juvenile detention system. These include risk assessments and certification evaluations under NRS 62B.390, which assist the Court in determining whether a juvenile may be certified for prosecution as an adult. Evaluations include clinical interviews, record review, psychological testing, and collateral interviews. Trainees may have the opportunity to observe or assist with these evaluations under close supervision.
- **Summit View Youth Center (SVYC):** Summit View Youth Center is a secure correctional facility for male youth located in Las Vegas. Desert Psychological provides individual and group therapy services at SVYC, including structured substance use treatment. Trainees working at Summit View may participate in delivering therapeutic services within a correctional framework and gain experience working with youth presenting with complex behavioral and emotional needs.

D. Immigration Disability Evaluations (USCIS Form N-648)

At Desert Psychological, we conduct immigration disability evaluations for USCIS Form N-648. These assessments determine whether an applicant's physical, developmental, or mental impairment prevents them from meeting the English and civics testing requirements for naturalization. Our licensed psychologists provide thorough documentation and clear clinical justification in compliance with federal guidelines.

E. Veterans Affairs (VA) Compensation and Pension Evaluations

We conduct Compensation and Pension (C&P) evaluations for the U.S. Department of Veterans Affairs. These structured diagnostic assessments explore mental health and psychosocial concerns related to military service, including deployment experiences, occupational exposures, and post-deployment adjustment. Evaluations are completed in-person or via telehealth and typically last about one hour.

F. Police and Suitability Evaluations

Desert Psychological conducts pre-employment psychological evaluations for public safety and security personnel, including candidates for the Henderson Police Department, Boulder City Police Department, 911 call dispatchers, and security officers for Adelson Educational Campus. These evaluations assess psychological fitness for duty through clinical interviews, standardized testing, and behavioral observations. Reports identify any concerns that may impact judgment, emotional

regulation, or the ability to perform high-responsibility roles in law enforcement or security settings.

G. Neuropsychological and Psychological Evaluations

We offer comprehensive psychological and neuropsychological evaluations that assess cognitive functioning, memory, attention, executive functioning, language, and emotional-behavioral patterns. These evaluations are used in diagnosing conditions such as traumatic brain injury, dementia, and other neurological or psychiatric disorders, and they inform treatment planning across a range of settings.

H. Individual and Family Therapy

In addition to evaluation services, Desert Psychological provides individual and family therapy for children, adolescents, and adults. Therapy may address a range of concerns, including trauma, emotional dysregulation, relational difficulties, substance use, and adjustment challenges.

VI. CLINICAL DOCUMENTATION GUIDELINES

A. Overview of Documentation Standards

- Trainees will complete different types of documentation depending on the client and service. Most therapy and Medicaid-related documentation is completed and stored in CarePaths, while forensic, youth parole, and other evaluation reports are saved to the Google Drive. VA-related documentation is submitted through a separate VA portal or email, as directed. All documentation must be completed using approved formats and submitted within agency timelines. Documentation should be clear, objective, and legally defensible, avoiding jargon, speculation, or casual language.
- **Required Documentation Types**
 - Trainees will be responsible for completing a variety of clinical and forensic documents, including but not limited to:
 - Progress Notes (typically in SOAP format)
 - **Subjective:** What the client says about how they're feeling or what's going on.
 - **Objective:** What you observe during the session or measurable facts you record.
 - **Risk Assessment:** Whether there are any safety concerns like self-harm, harm to others, or serious impairment.
 - For Carepaths they also ask for:
 - **Progress:** How the client is doing in therapy and whether they're moving toward their goals.

- **Prognosis:** Your informed opinion on how likely the client is to improve with continued treatment.
- **Plan:** What you will do next—like homework, referrals, or the focus of the next session.
 - Intake Reports: [W Carepaths Intake .docx](#)
 - Closing Summaries/Termination Notes
 - Testing Reports (including integrated psychological and neuropsychological evaluations)
 - Contact Notes (e.g., collateral interviews, phone updates)
 - Miscellaneous Notes (e.g., client unavailability, outreach attempts)
- Each note must specify the type of service provided, the client's initials, date of service, and corresponding CPT/Dx codes when applicable.

B. CarePaths Documentation Procedures

- CarePaths is the electronic health record (EHR) platform used at Desert Psychological to document all client interactions, including therapy sessions, intake assessments, and psychological testing notes. It is required for use with all Medicaid clients to ensure accurate clinical documentation and billing.
- Login Link: https://holland.carepaths.com/staff_member
- Procedures
 - For All Clients (Therapy and Testing)
 - Step 1: Consent Form: DP Consent Medicaid: [DP Consent - Medicaid 2024.docx](#)
 - All clients must sign the Desert Psychological Consent Form prior to beginning services.
 - For minors, an associate account must be created for the parent or guardian to sign.
 - If a paper version is used, scan and upload it to CarePaths.
 - Step 2: Uploading the Consent Form
 - Log into CarePaths
 - Search the client's last name (in the upper right corner) and open their profile
 - In the left menu, click "Uploads", then add the signed consent form
 - Step 3: Begin Documentation
 - Click "Services" → "Add New Document"
 - Use:
 - *DesertPsych Clinical Interview (R*)* for intake notes
 - *DesertPsych Testing Note (R*)* for psychological testing documentation
- **For Therapy Clients**

- Step 4: Clinical Interview / Intake
 - Use *DesertPsych Clinical Interview (R*)* template
 - Complete background information, MSE, and Suicide Risk Assessment
 - If an external intake form is used, upload it and write “Completed intake in uploads” in your note
 - Assign a diagnosis in the Dx tab (use Adjustment Disorder or Unspecified if unsure)
 - The start date must match the intake date
 - Billing Codes:
 - 90791:HL – Diagnostic Evaluation (no medical)
 - 96127 – Brief Emotional/Behavioral Assessment
 - 90791 (Intake)
 - 96112 (1 hour)
 - 96113 (30 minutes)
 - CPT code 96116 (first hour) for the neurobehavioral status examination and the add-on code 96121.
- Step 5: CASII / LOCUS Assessment
 - Required for all therapy clients
 - Complete the CASII (for minors) or LOCUS (for adults) in CarePaths
 - Billing Code:
 - H0002 – Behavioral Health Assessment
 - 1. Go into Carepaths
 - 2. Under membership click Clinical
 - 3. Go to documents & create a new document
 - 4. Choose either of the following depending on the age:
 - **Desert Psych LOCUS (Level of Care Utilization System) → used for adults** to determine appropriate behavioral health service intensity.
 - **Desert Psych CASII — Child and Adolescent Service Intensity Instrument → used for youth typically ages 6–18.**
 - **ECSII (Early Childhood Service Intensity Instrument) → for ages 0–5.**
- Step 6: Therapy Session Notes
 - Use the psychotherapy note template after each session Carepaths Psychotherapy Note: [w Psychotherapy Note Carepaths.docx](#)
 - Include interventions, client response, functioning updates, and any diagnosis changes
 - Billing Codes:

- 90834:HL – Psychotherapy, 45 minutes with intern
 - 96127 – Add if behavioral reassessments were completed
- **For Testing Clients**
 - Refer to steps 1-3 as normal
 - Step 4: Clinical Interview / Intake
 - Use the *DesertPsych Clinical Interview* template and complete all required intake sections Carepaths Clinical Intake Sheet: Carepaths Intake .docx
 - Assign a diagnosis in the Dx tab
 - Upload any external forms
 - Billing Codes:
 - 90791:HL – Diagnostic Evaluation (no medical)
 - 96127 – Brief Emotional/Behavioral Assessment
 - Step 5: Submit separate Justification Form
 - Complete the Justification Form within 48 hours of the intake
 - Medicaid Psychological Justification Form:  Medicaid Psychological Testing Justification.pdf
 - Medicaid Neuropsychological Justification Form: Medicaid Neuro Justification.docx
 - Anthem Psychological Justification Form: ANTHEM Psychological Testing Justification.pdf
 - Anthem Neuropsychological Justification Form: Anthem Neuro Justification Sidney Edwards.pdf
 - Email the form to Dr. Aguiar (or the designated insurance authorization contact)
 - Do not begin testing until authorization is approved (typically takes 2–4 weeks)
 - Requested Codes:
 - 96132 (1 unit), 96133 (6 units) – Evaluation
 - 96136 (1 unit), 96137 (9 units) – Testing time
 - 96116 (1 unit) – Neurobehavioral Exam
 - Step 6: Testing Materials
 - Testing materials are available on the shared Drive:  Testing Materials
 - If additional materials are needed, email your supervisor and Dr. Aguiar (CC Dr. Holland) with the item name, number, quantity, and purpose. Always plan ahead, as orders may take several days.
 - **Authorization Requirements:**

- *Pre-doctoral interns* must hand-administer, score, and interpret tests, and obtain supervisor approval before ordering or using electronic methods.
- *Postdoctoral fellows* may use electronic testing but must still get supervisor approval for materials and report generation.
- Common Platforms: *DP Trainee Password Sheet.xlsx*
 - Q-Interactive: <https://qiactive.com/choose-share/login/auth>
 - Q-Global: <https://qglobal.pearsonassessments.com/qg/login.seam>
 - PARiConnect: <https://app.pariconnect.com/Home>
 - SASSIOnline: <https://www.sassionline.com/>
 - WPS: <https://www.wpspublish.com/>
 - R-PAS: <https://r-pas.org/>
 - Riverside Score: <https://riversidescore.com/products>
- Step 7: Testing Progress Note
 - Open a new *DesertPsych Testing Note (R*)*
 - In the Assessment section, write:
 - “The client arrived on time and completed the following tests: [list]. Testing is complete and report is to follow.”
 - Complete the Suicide Risk Assessment, Rater’s Name, and Supervisor’s Name
 - Billing Codes:
 - 96136, 96137 – Neuropsych Testing
 - 96116 – Neurobehavioral Exam
 - 96130, 96131 – Psychological Testing Evaluation (psych-only)
 - 96127 – Brief Emotional/Behavioral Assessment
- Step 8: Upload Required Documents to CarePaths
 - Before proceeding with the feedback session or final note, confirm that all necessary documentation has been uploaded to the client’s profile. Go to the “Uploads” tab in the client’s CarePaths chart. Required uploads include:
 - Signed Consent Form – DP Consent - Medicaid 2024.docx
 - Intake Form: Carepaths Intake .docx
 - Justification Forms: See above
 - Testing Materials & Raw Data
 - Final Report
 - CASII / LOCUS (for therapy clients only)
- Step 9: Feedback Session
 - Offer a feedback session to the client after the final report has been uploaded. Document the session using a psychotherapy note.
 - Billing Codes:

- 90834:HL – Feedback as therapy
 - 96130 – Feedback as part of testing
- Step 10: Final Report Note
 - Open a new *DesertPsych Testing Note (R*)*.
 - In the Assessment, write: “The report was completed and submitted. See uploads.”
 - Update the Dx tab:
 - Add final diagnoses with the report date as the start date
 - End-date the initial intake diagnoses and mark them as “Deleted”
 - Billing Codes:
 - 96132, 96133 – Final evaluation
 - 96127 – Behavioral Assessment

B. Google Drive Documentation and Storage Protocols

- Trainees will complete different types of documentation depending on the client and service. Most therapy and Medicaid-related documentation is completed and stored in CarePaths, while forensic, youth parole, and other evaluation reports are saved to the Google Drive. VA-related documentation is submitted through a separate VA portal or email, as directed.

VII. FORENSIC EVALUATIONS

A. Purpose and Scope

Desert Psychological provides a range of forensic evaluation services, including court-ordered custody evaluations (CCEs), psychological evaluations, brief focused assessments, and child interviews. These evaluations are often complex and involve multiple family members, attorneys, and collateral contacts. Each case is unique and often governed by legal timelines and submission requirements.

B. Referral and Administrative Procedures

Most forensic cases originate from an attorney, the Court, or one of the parties, who contacts Dr. Holland and/or the Forensics Director. Once referral details are obtained—including client demographics, type of evaluation, court dates, and payment responsibility—consent forms are drafted and sent for signature. No appointments should be scheduled until the signed consent and retainer payment are received. The date of the initial appointment is considered the start of the evaluation timeline.

- The first appointment is always completed in conjunction with Dr. Holland to review the scope of services, clarify consents, and obtain a general background. Afterward, the trainee

consults with Dr. Holland and the forensics department to coordinate subsequent appointments.

C. Evaluation Procedures

- Evaluations vary in scope:
 - CCE cases involve comprehensive interviews with each parent, testing, parent-child observations, home visits, and collateral interviews. A matrix is maintained to track all data points.
 - Brief Focused Assessments and Psychological Evaluations are more limited in scope but follow similar documentation and calendaring procedures.
 - Child Interviews are typically conducted as part of broader evaluations and follow a semi-structured format.
 - All procedures must be documented in the calendar, and Drive folders must be organized and maintained according to forensics naming conventions.

D. Calendar and Billing Protocols

- Appointments must be followed immediately by a calendar notification to billing@desertpsychnv.com
- Indicate “Showed” or “No Show” when the appointment begins.
- After the appointment, update the calendar event and send the billing notification using the email icon, or manually email billing@desertpsychnv.com if no icon is visible.
- Include the actual session time and notes such as follow-up needed, incomplete testing, or client obligations.
- Calendar entries must include the full name of the case. Example: “Sara Smith (John Smith case).”

E. Drive Folder and Documentation Requirements

- Forensics will initiate and name the Drive folder and subfolders. Do not create folders yourself.
- Use consistent file naming: e.g., “John Doe_Interview Notes_03/26/25”
- All reports, collateral notes, test results, and communications should be saved in the correct folder.
- All Google Meet invitations must be sent through secure methods. Avoid adding clients directly via the calendar invite.

F. Submission Timeline and Supervisory Review

- Reports are due two weeks prior to the scheduled Court date.
- Submission pathways vary by case—some are submitted directly to Court, others to attorneys. Always clarify in advance.

- All documents must be reviewed by Dr. Holland before submission.

VIII. VOCATIONAL REHABILITATION EVALUATIONS

A. Purpose and Scope

Vocational Rehabilitation (VOC) Evaluations are conducted to assess psychological, cognitive, academic, and/or emotional factors that may impact a client's ability to engage in gainful employment. These evaluations are referred by vocational rehabilitation counselors and are used to help determine the most appropriate vocational path and supports for individuals with documented disabilities.

B. Referral and Administrative Procedures

- Referrals for VOC evaluations are typically received via a standard referral form from a state vocational rehabilitation counselor. This form includes details regarding the client's presenting issues, vocational objective, medication status, and which specific psychological measures have been authorized.
- The referral packet will also include an authorization form indicating the start and end date of the authorized evaluation period. Occasionally, the counselor may add narrative comments clarifying specific concerns or goals of the referral.
- Once the referral is received, the forensics department assigns the case to a clinician and coordinates scheduling. These evaluations may be conducted in person or via telehealth. As with all evaluations, the clinician must ensure that the appropriate consent is signed and uploaded.

C. Evaluation Procedures

- Review the referral and authorization form to determine which assessments are approved.
- Conduct a clinical interview with the client, gathering relevant psychosocial, academic, and employment history.
- Administer testing as outlined in the referral (typically includes cognitive, academic, personality, and/or adaptive measures).
- Complete scoring, interpretation, and integration of all data into a psychological report.
- Submit the completed report to your supervisor for review within 7 days of the evaluation date.

D. Calendar & Billing Protocols

- Appointments must be entered in the Google Calendar and labeled using the following format:
- Client Full Name (VOC Rehab Evaluation)

- At the conclusion of the appointment, update the calendar entry to indicate whether the client attended (e.g., “Showed” or “No Show”) and send a notification to billing@desertpsychnv.com
- Include time spent and any relevant notes (e.g., “Testing complete, report pending”).
- Ensure that time spent is also accurately reflected on the timesheet with the proper evaluation code.

E. Drive Folder and Documentation Requirements

- The forensics department will create a Drive folder for the case and notify the assigned clinician.
- All documentation, including the signed consent, intake notes, testing protocols, raw data, scored forms, and the final report, must be uploaded to the assigned folder.
- Use standardized file naming conventions.
- Example: Jane Smith_VOC Report_03.12.25

F. Submission Timeline and Supervisory Review

- The report must be submitted to your supervisor within seven (7) days of the evaluation.
- Once finalized, the report is typically returned to the referral source by the forensics department.

IX. YOUTH PAROLE SERVICES

A. Purpose and Scope

Youth Parole evaluations conducted by Desert Psychological provide clinical and risk-based assessments for youth involved with the Nevada Division of Child and Family Services (DCFS), Youth Parole Bureau. These evaluations may be requested to inform placement decisions, assess recidivism risk, guide rehabilitative planning, or determine whether a youth may be certified as an adult for court proceedings. Services are provided to youth located at the Caliente Youth Center (CYC), Summit View Youth Center (SVYC), detention facilities, or in the community.

***SCOPE OF WORK FOR CYC 2026-2030**

 CYC 2026 Scope of Work .docx

B. Referral and Administrative Procedures

Referrals are typically initiated by Youth Parole officers or DCFS staff. Once received, the referral should be routed through referrals@desertpsychnv.com and edward@desertpsychnv.com who will initiate the Drive folder and assign the case to a clinician. The referral packet usually includes:

- Signed consent for evaluation.
- Referral question and context (e.g., certification, 62C, psychological).

- Relevant authorization and documentation.
- Trainees must confirm referral details and ensure that required documentation is uploaded before proceeding with evaluation.

C. Evaluation Procedures

Evaluation procedures may include:

- Review of records (legal, psychological, educational, and medical).
- Clinical interview with the youth.
- Standardized testing, when appropriate.
- Professional Development
- Structured risk assessments for 62C evaluations.
 - For Certification and Risk Assessment (62C) Evaluations, clinicians assess legal and psychosocial factors (e.g., dangerousness, maturity, amenability to treatment) and provide a structured opinion per NRS 62B.390.
 - For 62C Risk Assessments, clinicians address statutory criteria and clinical judgment to inform risk of reoffending and treatment suitability. Psychological evaluations for placement or treatment needs are also conducted when indicated.

D. Calendar and Billing Protocols

- All appointments must be entered into the calendar with accurate youth name, evaluation type, and facility location.
- Immediately after the appointment, a calendar notification must be sent to referrals@desertpsychnv.com, including the actual time spent.
- If a youth is not seen, a note must be placed in their Drive folder indicating the reason (e.g., no-show, unavailable).
- For SVYC, time sheets must be submitted both to the facility and uploaded to the SV monthly Drive folder no later than the 2nd of the following month.
- For CYC and community-based parole services, signed time sheets must be uploaded to the youth's monthly folder by the 2nd of the following month.

E. Drive Folder and Documentation Requirements

Each youth must have a designated folder created by referrals@desertpsychnv.com. Trainees may not create Drive folders themselves. Required documents include:

- Signed consent forms:
 - Electronic: [WP YP Electronic Signature.docx](#)
 - In-person: [WP YP In Person Signature.docx](#)
- Clinical notes and testing protocols.
- Attendance records: [WP Attendance Sheet.docx](#)
- Completed evaluation report.

- Calendar entries that mirror folder labels for consistency.

F. Submission Timeline and Supervisory Review

All reports must be submitted to edward@desertpsychnv.com and referrals@desertpsychnv.com within 24 hours of the evaluation date. Certification evaluations and urgent risk assessments should be prioritized and discussed with the supervisor to ensure deadlines are met. Reports are submitted to the referring agency or parole officer upon supervisor approval.

G. SuccessFactors Learning Portal (PREA) – Account Creation & Access Guide

1. Access the Login Page

Go to the SuccessFactors Learning portal using the link below:

- Portal URL:
<https://nic-hcm03.ns2cloud.com/learning/user/portal.do?siteID=NIC&landingPage=login&timeout=y>

2. Create a New Account

1. On the login page, locate the “Create Account” option in the upper-right corner or the middle of the field.
2. Click “Create Account” to begin the registration process.
3. Follow all on-screen prompts to complete the registration form.

3. Complete Registration Details

When filling out the registration form, ensure the following:

- Enter your full name.
- Under organization/association, list Desert Psychological
- Use your Desert Psych. email address (do not use a personal email).
- Complete all required dropdown selections, including:
 - Whether you have previous experience with parole youth or jail populations.
 - Your reason for requesting training (e.g., work-related training).

 **Important:** All required fields must be completed accurately to avoid delays in approval.

4. Submit Registration & Wait for Approval

- After submitting your registration, your account will go through an approval process.
- Approval times may vary:
 - Typically within 12–24 hours

- In some cases, may take up to 3 business days
- You will receive an email notification once your credentials have been approved.

5. Activate Your Account

Once approved:

1. Return to the login portal.
2. Log in using your credentials.
3. A verification code will be sent to your email.
4. Enter the code to confirm and activate your account.

6. Access and Complete Training

After activation:

- Log into your account.
- Browse or search for required training courses.
- Add courses to your learning plan.
- Complete all assigned training as needed (you'll receive the list depending on which facility you are assigned at)

Notes & Tips

- Approval times can vary—plan accordingly.
- Always check your email (including spam/junk folders) for approval and verification messages.
- Using your work email is critical for successful account approval.

If you encounter issues during registration or activation, contact your supervisor or system administrator for assistance.

X. IMMIGRATION EVALUATION PROCEDURES

A. Purpose and Scope

Desert Psychological conducts psychological evaluations for immigration purposes, including hardship waivers, asylum petitions, and naturalization disability exemptions. This section outlines procedures for completing the USCIS Form N-648 (Medical Certification for Disability Exceptions), which supports exemption from the English and civics requirements for naturalization.

B. Referral and Administrative Procedures

Referrals typically come from immigration attorneys or directly from clients. Once a referral is accepted:

- Confirm the need for a disability-based exemption.
- Obtain signed consent prior to the appointment.
- Notify referrals@desertpsychnv.com to initiate a Drive folder.
- Schedule a clinical interview and begin records review.

C. Submission/Evaluation Procedures

- Clinical Evaluation: Conduct a thorough evaluation to determine whether a physical or developmental disability or mental impairment prevents the applicant from fulfilling the English/civics requirements.
- Records Review: Review relevant psychological, medical, and educational records.
- Assessment (if necessary): Cognitive or adaptive testing may be included to support the diagnosis.
- Form Completion: Follow these specific instructions:
 - Parts 1–3: Complete applicant and interpreter information.
 - Part 4: Include clinician credentials and license.
 - Part 5: Describe diagnosis, onset, severity, and prognosis.
 - Part 6: Explain how the impairment prevents acquisition or demonstration of knowledge.
 - Part 7: Address accommodations; justify if none are appropriate.
 - Part 8: Sign and date the form with an original signature (required).
- Use Plain Language: Write clearly and avoid jargon. Provide concrete examples.
- Attach Supporting Documents: Include relevant test data, reports, or medical records.
- Review for Completeness: Confirm all fields are completed and credentials are current.
- Only licensed medical doctors, osteopaths, or clinical psychologists are permitted to complete the form. Evaluations must be based on a recent, direct clinical assessment. The completed N-648 must be submitted along with Form N-400 to USCIS.
- Refer to official USCIS guidance for full instructions:
<https://www.uscis.gov/sites/default/files/document/forms/n-648instr.pdf>

D. Calendar and Billing Protocols

- Enter the appointment in Google Calendar and update with "Showed" or "No Show" status.
- After the appointment, notify billing@desertpsychnv.com with the actual duration of the session.
- Ensure timesheet entries specify "Immigration Eval – [Client Name]".

E. Drive Folder and Documentation Requirements

- A Drive folder must be created by referrals@desertpsychnv.com.
- Upload the following:
 - Signed consent

- Clinical notes or interview summary
- Test data and collateral records (if applicable)
- Final N-648 form (PDF format)
- File naming example: "Jane Doe_N648_07.23.25"

F. Submission Timeline and Supervisory Review

- Submit the completed N-648 and related documentation to your supervisor within 5 business days.
- Supervisors will review for diagnostic accuracy, clarity, and completeness.
- Upon approval, provide the final signed N-648 to the client or referring attorney for USCIS submission.

XI. VA COMPENSATION & PENSION (C&P) EVALUATIONS

A. Purpose and Scope

Desert Psychological conducts Compensation & Pension (C&P) examinations on behalf of the U.S. Department of Veterans Affairs (VA). These evaluations assess psychological symptoms, diagnostic status, and functional impairment for veterans seeking service-connected disability benefits. Evaluations are conducted in accordance with VA protocol and must align with the DBQ (Disability Benefits Questionnaire) format.

B. Referral and Administrative Procedures

- C&P evaluations are scheduled directly by the VA through a designated portal or third-party scheduling contractor (e.g., QTC or LHI). Clinicians do not schedule these evaluations independently.
- Once assigned, the designated C&P clinician will receive the evaluation packet via secure VA platform or encrypted email.
- Trainees do not conduct these evaluations independently but may observe or assist under direct supervision. All evaluations must be reviewed and finalized by a licensed psychologist credentialed with the VA.

C. Evaluation Procedures

- The C&P evaluation includes the following components:
- Record Review: Review the veteran's medical and psychiatric records, prior evaluations, and relevant collateral data.
- Clinical Interview: Conduct a structured interview focusing on symptoms, military and medical history, functioning, and mental status.
- Standardized Measures: Administer any VA-approved instruments if required.

- DBQ Completion: Complete the appropriate DBQ form, ensuring that all sections are thoroughly addressed using clinical judgment and VA guidelines.
- Do not include speculative information, and do not make recommendations regarding service connection. Avoid treating the evaluation as a therapeutic interaction.

D. Calendar and Billing Protocols

- All appointments must be logged in the clinician's Google Calendar.
- Immediately after the appointment, send a notification to billing@desertpsychnv.com with the veteran's initials, actual time spent, and evaluation type (e.g., "C&P PTSD Evaluation – J.D.").
- VA billing is processed separately through contract channels and is not billed through CarePaths.

E. Drive Folder and Documentation Requirements

- VA evaluations should not be stored on the Desert Psychological Drive.
- All documentation must be uploaded directly to the secure VA portal per assignment instructions.
- No identifying or clinical documents should be stored locally.
- Clinicians should retain confirmation of submission and proof of delivery to VA (e.g., email confirmation or portal status update).

F. Submission Timeline and Supervisory Review

- All completed reports must be reviewed by a licensed psychologist before submission.
- Reports should be submitted to the VA within the deadline specified by the contract (typically 48–72 hours post-evaluation).
- Ensure accuracy, objectivity, and completion of all DBQ fields prior to final submission.

XII. POLICE SUITABILITY & WELLNESS EVALUATIONS

A. Purpose and Scope

Desert Psychological conducts psychological evaluations for law enforcement agencies to determine suitability for employment or to support annual wellness checks. Suitability evaluations assess personality traits, behavioral tendencies, emotional functioning, and potential risk factors for public safety work. Annual Wellness Visits are preventive mental health screenings provided confidentially to support officer well-being and reduce stigma.

B. Referral and Administrative Procedures

- Referrals are received from police departments, security agencies, or school districts, often through direct agency contact with Dr. Holland.

- Once a referral is confirmed, referrals@desertpsychnv.com will create the Drive folder and assign the case.
- Consent forms must be completed prior to any testing or interviews.
- Suitability evaluations are typically required pre-hire; wellness evaluations are annual check-ins for current officers.

C. Evaluation Procedures

- Suitability Evaluations include:
 - Review of referral concerns and job role requirements.
 - Administration of standardized psychological testing (e.g., PAI, CPI, and PsyQ).
 - Clinical interviews focused on emotional regulation, judgment, stress tolerance, and interpersonal functioning.
 - Integration of data into a structured narrative addressing strengths, risk factors, and job-fit.
- Wellness Evaluations include:
 - Clinical interview focused on mental health, job stressors, coping strategies, and service needs.
 - No formal testing unless clinically indicated.
 - Information is confidential and is not shared with the agency unless there is risk of harm or safety concern.

D. Calendar and Billing Protocols

- All appointments must be entered in the calendar with full name and evaluation type (e.g., “John Doe – Police Suitability” or “Jane Smith – Annual Wellness Visit”).
- After the appointment, update the calendar entry to “Showed” or “No Show” and notify billing@desertpsychnv.com of the duration and type of evaluation.
- Time spent must also be documented in the timesheet, using the proper code and evaluation label.

E. Drive Folder and Documentation Requirements

- Do not create your own folders; referrals@desertpsychnv.com will initiate the Drive folder.
- Upload the following:
 - Signed consent
 - Raw data and protocols (for suitability)
 - Clinical interview notes
 - Final report
 - File naming example: “John Doe_Suitability Report_08.02.25”

F. Submission Timeline and Supervisory Review

- Reports must be submitted to your supervisor within five (5) business days.
- Suitability evaluations are typically returned directly to the referring agency after supervisor approval.
- Wellness Visit documentation is stored securely and shared only if the officer requests or if required due to safety concerns.

XIII. SAPTA Documentation Requirements for CADC Trainees

A. Purpose and Scope

- This section outlines the documentation requirements for trainees delivering substance use treatment services under SAPTA (Substance Abuse Prevention and Treatment Agency)-funded programs. SAPTA documentation standards are governed by *NRS 458* and *NAC 458*, with additional alignment to *Joint Commission* standards. Requirements emphasize timely, individualized, and clinically justified records in support of culturally competent, evidence-based care.
- Beginning August 5, 2025, Youth Parole (YP) programs will operate under SAPTA compliance using a single, seamless medical record from admission to discharge. This medical record will be maintained in both the client's outpatient SAPTA chart and a duplicate saved to Cindy's billing folder, which is created by referrals@desertpsynhv.com. This YP-specific system supports future SAPTA accreditation expansion into correctional settings.

B. Initial Documentation and Assessments

- Within three days of admission, an admission screening must be completed, documenting substance use history, including the type, frequency, duration, and consequences of use. A comprehensive biopsychosocial assessment is due within 24–72 hours of intake and must include mental health, medical, legal, and social functioning. During this time, trainees must also complete risk assessments (suicide, withdrawal, and co-occurring conditions) and a LOCUS or ASAM evaluation to determine the appropriate level of care; this must be updated every 45 days or at transfer/discharge.

- For YP clients, trainees must ensure that all required consent forms are signed prior to initiating any service, including:
 - Date of Intake (DOI)
 - Consent to Treat
 - 42 CFR Part 2 Authorization
 - Telehealth Consent
 - These consents are outlined in the SAPTA compliance training video and are mandatory at the time of admission.

C. Treatment Planning and Ongoing Documentation

- The initial treatment plan must be completed within five days of admission. It must reflect individualized, measurable goals developed collaboratively with the client, and must account for cultural and linguistic considerations. Progress notes are required daily for residential/detox programs and per session for outpatient settings, documenting the intervention provided, client response, and progress. Treatment plans must be reviewed and updated every 30 days or sooner based on clinical changes.
- For YP clients, all SAPTA documentation—including notes, treatment plans, and assessments—must be saved in both the outpatient medical record and the billing folder created by referrals@desertpsychnv.com to ensure compliance. This dual-record process applies from admit to discharge and will be monitored for completeness during internal reviews.

D. Discharge Documentation and Audit Compliance

- A discharge summary must be completed within seven days of discharge, with SAPTA recommending submission within 72 hours to promote continuity of care. The summary should address the reason for discharge, progress made, referrals, and aftercare planning. Documentation is subject to SAPTA audit during certification visits, which occur every 6 to 24 months depending on compliance scores. All documentation must align with *DDCAT* standards and demonstrate evidence-based practice.

E. Client Resources and Support

- Trainees should be prepared to offer clients appropriate resources, including:
 - Nevada Substance Abuse Help Line: 1-775-825-4357
 - SAMHSA's National Helpline (24/7): 1-800-662-HELP (4357) or TTY: 1-800-487-4889
 - Text: ZIP code to 435748 (HELP4U) to locate nearby services
 - SAPTA Website: <https://dpbh.nv.gov/Programs/ClinicalSAPTA/Home> - [SAPTA](#)

F. YP Referral and Communication Protocols

- YP referrals are initiated by either YP managing Director or Cindy:
 - YP managing Director assigns referrals for SUD, Therapy, Rec Therapy, and PSR services. (edward@desertpsychnv.com)
 - Cindy (referrals@desertpsychnv.com) assigns in-custody certifications and 62C risk assessments.
- When a referral is forwarded, the assigned provider (SUD, therapist, or PSR/BST worker) must respond on the referral thread with the specific date and time of their scheduling attempts. This ensures transparency and supports communication with Parole Officers, especially if the referral is later closed.
- If the youth attends the admission appointment, the provider must confirm attendance and forward the completed assessment to both Managing Director edward@desertpsychnv.com and Cindy. These steps help coordinate care and ensure that services are launched without delay.

XIV. SUPERVISION GUIDELINES

A. Overview

Trainees at Desert Psychological receive ongoing supervision to support clinical competency, ethical decision-making, and professional development. Supervision occurs in multiple

formats—individual, group, and live or recorded observation—and aligns with licensure board requirements and training program standards.

B. Types of Supervision:

- Individual Supervision: Weekly one-on-one meetings with a licensed supervisor to review clinical work, documentation, ethical issues, and professional goals.
- Group Supervision: Periodic multi-trainee meetings with one or more supervisors to foster peer discussion, feedback, and case collaboration.
- Live or Recorded Observation: Supervisors may observe sessions in real-time or through video/audio recordings to provide direct feedback on clinical interactions and therapeutic technique.
- Forensic Supervision: Focused supervision for trainees working on forensic cases, including report writing, risk assessments, and court-related documentation.

C. Supervision Requirements

Trainees must attend all scheduled supervision and meet the minimum number of hours outlined in their graduate program and/or contract. Supervision hours must be logged accurately and may be subject to audit by licensing boards or training institutions.

D. Documentation and Review

Supervisors must review and sign off on all intake reports, psychological and neuropsychological evaluations, forensic assessments, and Medicaid documentation. Trainees are expected to submit drafts in a timely manner and notify their supervisor when documents are ready for review. Delays in submission may affect billing timelines or report deadlines.

E. Trainee Responsibilities

Trainees are expected to come to supervision prepared with clinical updates, questions, and drafts in progress. They should demonstrate professionalism, receptivity to feedback, and clear communication. Missed supervision must be promptly rescheduled and documented.

F. Didactic Training and Development

Trainees may be required or encouraged to attend didactic seminars, workshops, or continuing education activities offered or endorsed by Desert Psychological. Participation in required trainings is mandatory; additional involvement in professional development is strongly supported.

XV. EVALUATION AND PERFORMANCE REVIEW

A. Overview

Trainee performance is formally evaluated to ensure professional competence, ethical conduct, clinical accuracy, and adherence to site expectations. Evaluation criteria align with APA, APPIC, and state licensing standards and are tailored to the trainee's level (practicum, predoctoral intern, postdoctoral fellow). Intern Evaluation: [W Intern Eval 2022.2023. Revised March 2023.docx](#)

B. Formal Evaluation Timeline

- Mid-Year Evaluation: Typically completed halfway through the training period to provide feedback on strengths, areas for growth, and goals for the remainder of the training year.
- End-of-Year Evaluation: Completed near the conclusion of the training period to assess competency in core areas, document overall performance, and determine readiness for advancement or licensure.

- Additional Evaluations: May occur as needed, including at supervisor transitions or following concerns about performance.

C. Evaluation Domains

- Trainees are assessed across key domains, including:
 - Clinical knowledge and diagnostic accuracy
 - Quality of documentation and timely completion
 - Use of supervision and openness to feedback
 - Ethical decision-making and professionalism
 - Interpersonal skills and cultural competence
 - Professional Development
 - Test administration and interpretation (if applicable)
 - Forensic procedures and report writing (if applicable)

D. Documentation and Sign-Off

Evaluations are completed by the primary supervisor and reviewed with the trainee in person. Trainees are encouraged to reflect on the feedback and sign the evaluation to acknowledge review. Copies are provided to the trainee and submitted to their academic institution or licensing board as needed.

E. Remediation and Support

If a trainee is not meeting expectations, a remediation plan may be developed collaboratively between the supervisor, training director, and trainee. This plan will include targeted goals, additional supports, and a re-evaluation timeline. Failure to meet remediation goals may result in further review or early termination of the training agreement.

XVI. RESOURCES

A. General:

- DP Trainee Password Sheet: *DP Trainee Password Sheet.xlsx*
- Carepaths Website: https://holland.carepaths.com/staff_member
- Employee Contact List:
 DP_OWI - Employee Contact List - revised 2_20_25 .docx - Google Docs.pdf
- DP Google Calendar Color Code Guide:  DP Calendar Color Codes.pdf

B. Consents:

- DP Consent Medicaid:  DP Consent - Medicaid 2024.docx
- Vocational rehabilitation disclosure statement and informed consent:
 Voc Rehab Consent 2023.pdf

C. Justifications:

- Medicaid Neuropsychological Justification:  Medicaid Neuro Justification.docx
- Anthem Psychological Testing Justification:
 ANTHEM Psychological Testing Justification.pdf
- Anthem Neuropsychological Testing Justification
 Anthem Neuro Justification Sidney Edwards.pdf

D. Youth Parole:

- YP Attendance Sheet:  Attendance Sheet.docx
- YP Electronic Signature:  YP Electronic Signature.docx
- YP In-person Signature:  YP In Person Signature.docx
- Assessment For Services (YP):  AFS BLANK.docx

E. Carepaths:

- DP Consent Medicaid:  DP Consent - Medicaid 2024.docx
- Carepaths Clinical Intake Sheet:  Carepaths Intake .docx

F. Police/Adelson:

- Adelson Template Report:  Adelson TEMPLATE REPORT.docx
- Suitability Rubric:  Suitability Rubric.docx
- Suitability Report Template:  Suitability Report TEMPLATE.docx

- Police Suitability Scenarios Template:
[W](#) Police Suitability Scenarios TEMPLATE.docx
- Police Assessment Interview:
[W](#) POLICE ASSESSMENT INTERVIEW TEMPLATE.docx
- Behavioral Wellness Exam: [W](#) Behavioral Wellness Exam.docx
- Police Candidate Questionnaire:
[W](#) POLICE ASSESSMENT INTERVIEW TEMPLATE.docx
- 9-1-1 Dispatcher Scenerios: [W](#) PANEL INTERVIEW Questions.docx

G. Immigration:

- US Citizenship and Immigration Services, Medical Disability Exception (Form N-648) Information:
[PDF](#) USCIS-Policy-Manual-Vol-12-Ch-3-Medical-Disability-Exception-Form-N-6...
- Medical Certification for Disability Exception Form (Form N-648):
[PDF](#) IMIGRATION TEMPLATE.pdf

H. Collateral Call Sample Questions:

- Oliver Te'Jon Collateral

I. Intern Evaluation: [W](#) Intern Eval 2022.2023. Revised March 2023.docx

- Certification Report: Miles Spivey Certification 2024. HOLLAND EDITS .docx
- 62C Report: 62 C Report Osborne Final
- Substance Use Assessment/Assessment for Services/Drug Court Assessment
 Templates: SUD Service Assessment
 Example: Edward Level Substance Use Assessment
- Review of Records (RR) for Youth Parole/Probation: Ewing Record Review .docx
- Questions for Y&P RR: Questions For Y&P RR
- Review of Records for Forensic Reports: Record Review
- VA Record Review: Examples of records cited
- Psychological Evaluation : Estrada_Psychological Evaluation.docx
- Neuropsychological Evaluation: Neely_Neuropsychological Evaluation

J. Important Emails:

- Stephanie Holland Forensic Admin Jeffrey Aguiar Valerie Modirpour
DP@desertpsychnv.com Cindy Depa Kellie Nesto Scheduling Email

K .Office Hours

Interns are expected to be in the office Mon-Fri from 8:30am to 5:30pm unless otherwise agreed upon.

XVII. DRESS CODE

- Attire should align with a business or business casual standard when physically present in the office during office hours.
- Revealing outfits are not permitted.
- Dresses and skirts with high slits are not permitted; slits should not exceed fingertip length when seated.
- Shoulders must be covered.
- Midriffs should not be visible, including when arms are raised.
- Jeans are permitted if they are medium to dark wash, and free of holes or fraying.
- Slides and flip flops are not permitted.
- Visible tattoos are not permitted unless approved by a supervisor.
- Piercings limited to the ears are considered standard; piercings in other visible locations must be approved by a supervisor.

XVIII. AI POLICY

 AI Policy - 2025.pdf

Please review and sign this AI policy, send to drholland@desertpsychnv.com and rholland@desertpsychnv.com confirming your understanding and acceptance of the policy.

XIX. REMOTE TRAVEL SAFETY POLICY

If traveling remote, to Caliente Youth Center, for example, please review your safety kit and ensure it has all necessary materials prior to departure.

 EMPLOYEE TRAVEL SAFETY KIT.docx

 REMOTE TRAVEL SAFETY POLICY.docx

XX. Trainee Resources Folder

For examples and resources, please review the trainee materials folder:

 Training Material 2025

Testing resources:

 Testing/Screeners