

MMHCA BI

THE OFFICIAL NEWSLETTER OF MICHIGAN MENTAL HEALTH COUNSELORS ASSOCIATION **BRIDGING INITIATIVE**



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"protect counselors like me"

**Welcome
MMHCA
Students!**

Hello MMHCA Bridging Initiative counseling student,

We are excited to offer you this newsletter especially designed to help build your toolkit as an upcoming practitioner. In this issue, you will find tips on building out the structure in your policies and procedures. The top of the year is a great time to reflect and refresh on ways to improve. If there are topics of interest that you'd like to see us cover, please feel free to reach out to us at Mmhcabigmail.com.

FRESH START TIPS

Do you have a solid system for tracking your contact hours? When was the last time you looked at your intake forms? We offer a few suggestions of areas you may want to "kick the tires" on in 2021.

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READING SUGGESTIONS

Here you will find suggestions to read, along with our monthly topics. We invite you to let us know how these books, tips, or articles help you in your journey to becoming a professional.

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TRACKING YOUR HOURS

"Did I remember all of the sessions I had with my client? What about my supervision hours?" As we work toward completing our academic requirements as counseling students, there is another component that is just as important, tracking your contact hours. As you prepare to kick off 2021, revisit your own processes and procedures. Do you have a system to track your hours? Are you updating them regularly to ensure you don't miss anything? If you are in need of a tracker you will find a sample template attached. Tracking contact will continue to be vitally important post-graduation, so establish your system and process today.



REFRESH, REVAMP & REVISIT

AS WE KICK OFF THE NEW YEAR, NOW IS A GREAT TIME TO REVISIT SOME OF YOUR PROCEDURES AND ITEMS IN YOUR TOOL KIT, SUCH AS:

1. **Intake Forms:** Are you getting enough information from clients? Is your current form easily accessible in the virtual environment? Is it socially and culturally appropriate? Although these may be standard forms at your internship site have you given any feedback on how to improve them?
2. **Progress Notes:** How quickly are you documenting information from your sessions? Do you have a method yet? If you do, is it working? Would your notes be sufficient if you were ever audited?
3. **Assessment Toolbelt:** Do you have a feeling wheel readily available? What about self-care suggestions? Genogram directions? Now is a great time to put all these things in one location and organize them so you can easily access them..

"Practice makes perfect. After a long time of practicing, our work will become natural, skillful, swift, and steady."
- Bruce Lee

READING SUGGESTIONS

Building Your Ideal Private Practice
by

Lynn Grodzki

NOTE: Even if you are not planning to enter private practice this text has great insights for establishing procedures, counseling identity, and processes as a practitioner.

- Student members, be on the lookout for monthly email connections -

COMMENTS/SUGGESTIONS?

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