

Indians Into Psychology
Student Handbook Supplement

Revised: October 2011

We are pleased to present you with this Indian Health Service Scholarship Recipient Handbook to help ensure that you are familiar with, and have the tools to fulfill, the responsibilities associated with upholding your status as a recipient in good standing. The requirements include progress reports, course load and curriculum requirements, and for post graduate students in the Indians Into Psychology program, information and applications required to fulfill your clinical service payback obligation. You are responsible for fulfilling these requirements. The IHS Indians Into Psychology Scholarship Program and the IHS Division of Grants Operations contact information is located in the back of this handbook should you have any questions or situations that are not covered herein. Used properly, this handbook will minimize correspondence and telephone calls, and provide immediate access to information for situations not previously encountered. **Please note the “School Transfer/ Dual Enrollment, “Lost Stipend Payment” and “Change in Health Profession” sections of this handbook are not applicable to the Indian into Psychology scholarship program.**

Indians Into Psychology Grant Program

As authorized by the Indian Health Care Improvement Act (IHCIA) the Indians Into Psychology (section 217) grant program provides funding to colleges and universities for the purpose of “...developing and maintaining American Indian psychology career recruitment programs as a means of encouraging Indians to enter the behavioral or mental health field.” Colleges and Universities receiving an Indians Into Psychology grant from IHS conduct outreach, education and recruitment activities to encourage students to consider a behavioral or mental health career. Additionally, these colleges and universities select American Indian/Alaska Native (AI/AN) student scholarship recipients and provide funding for tuition, fees and other expenses and a monthly stipend for undergraduate and graduate students pursuing a Ph.D. in Clinical Psychology. Graduate students have a service commitment to the IHS that must be completed after they graduate with a Ph.D. degree, complete their post graduate clinical training, and become licensed as a Licensed Clinical Psychologist.

Overview of the Indians Into Psychology Scholarship Programs

It's important for you to familiarize yourself with the two components of the Indians Into Psychology Program.

Pre-Graduate Scholarship Program

The Pre-Graduate Scholarship Program provides financial support for American Indian and Alaska Native students (federally recognized Tribes only) to enroll in courses leading to a bachelor's degree in specific pre-professional areas that will prepare the student for enrollment in the Ph.D. in Clinical Psychology program.

Pre-Graduate scholarship support is paid for 10 months each academic year, with re-application required for each year of continuation, for up to four academic years full-time or eight academic years part-time, for studies leading to enrollment in an accredited professional school.

Health Professions Scholarship Program

The Indians Into Psychology Health Professions Scholarship is for American Indian and Alaska Native students (federally recognized Tribes only) enrolled in courses leading to a Ph.D in Clinical Psychology. Students incur service obligations and payback requirements to the Indian Health Service on acceptance of funding from this program.

Health Professions Scholarships are awarded for a one year period (12 months of support), with re-application required for each year of continuation. Stipends are paid for the 12-month period beginning each year from August 1 through July 31 for up to four years full-time or up to eight years part-time.

The Indian Health Service (IHS) Indians Into Psychology (INPSYC) Scholarship Program receives questions each year requesting clarification or additional detail on program policies and procedures. Many tools are available for INPSYC students and graduates seeking information about INPSYC policies and procedures. These tools include the:

- IHS Scholarship Program website (<http://www.scholarship.ihs.gov>),
- IHS Scholarship Program Student Handbook, (http://www.scholarship.ihs.gov/handbooks/student_handbook.pdf),
- Indian Health Care Improvement Act (IHCIA), Public law 94-437, Title I, Section 217 (<http://www.ihs.gov/AdminMngrResources/IHCIAIdocuments/IHCIA.pdf>),
- Indian Health Manual, Part 5, Chapter 20, (www.ihs.gov/PublicInfo/Publications/IHSMannualPart5/pt5chapter20/pt5chapt20.htm).
- The INPSYC Contract
- The INPSYC Program Director at your school (Oklahoma State University -John Chaney, 405-659-1928; University of Montana -Gyda Swaney, 406-243-5630; and the University of North Dakota Justin McDonald, 701-777-4497), and
- The IHS INPSYC Program Coordinator (Mr. Michael Berryhill, phone: 301-443-2443, Email: michael.berryhill@ihs.gov).

The INPSYC scholarship is a little different from other Health Professions Scholarship Programs detailed in the IHS Scholarship Program Student Handbook and on the IHS Scholarship Program website. Funding for the INPSYC scholarship is provided by IHS to your university, who monitors and administers the scholarship selection, and other administrative aspects in accordance with your progress through your program of study. To help clarify the policies and procedures for Section 217 Scholarship participants, this INPSYC Scholar Handbook has been developed for the 2011-2012 school year. This handbook details additional documentation and reporting requirements for students and graduates.

The following clarifications of existing policies and procedures are in effect as of the date of this memorandum until changed for all INPSYC scholarship students in school, graduates in deferment and scholars owing or serving a payback obligation (unless an

exemption was approved by the IHS Program Coordinator prior to date of this memorandum):

The INPSYC Program provides funding to your university to promote behavioral or mental health careers, assist psychology students during undergraduate training, as well as graduate students completing a Ph.D. program in clinical psychology (a master's degree does not meet the scholarship program requirements, nor does enrollment in any other graduate psychology program such as "School" or "Social" Psychology). Graduates are required to become licensed at the doctoral level (typically a "Licensed Psychologist" although the actual title may vary from state-to-state but must be at the doctoral level) before they can begin providing direct clinical care to Indian communities to meet their INPSYC scholarship service obligation. Certification or licensure in any form at the Master's degree level is not acceptable to qualify for service payback. Undergraduate INPSYC recipients do not incur this service payback requirement.

Deferment

As with all students graduating with a Ph.D. in Clinical Psychology, Section 217 scholarship recipients are required to complete additional clinical training before they can begin their service obligation. This training typically includes a pre-doctoral internship, and in most states, a period of Post-Doctoral Supervision. All requested full-time post graduate training must be submitted to the IHS INPSYC Program Coordinator for approval prior to entering training and resubmitted annually. No period of internship, residency or other advanced clinical training shall be counted as satisfying any period of scholarship obligated service. Individuals entering non-approved post graduate training shall be considered in breach of the contract and may be placed in default.

Clinical Psychologists

The IHS provides scholarships to clinical psychology students to train to practice as licensed clinical psychologists (with a Ph.D.) able to practice independently without supervision. State licensing boards require that graduate psychologists practice under the supervision of a licensed clinical psychologist for a number of hours (usually 2,000) before they are able to take the state exam to become an independently practicing Licensed Clinical Psychologist (contact your State Psychology Board or visit the Association of State and Provincial Psychology Boards website at <http://www.asppb.net> for details). Graduating INPSYC Clinical Psychology students are expected to secure a training position (inside or outside the Indian health system) to start earning the required clinical hours within 90 days of graduation. The scholar is responsible for ensuring that their training position is creditable toward their needed clinical hours. The deferment request must be submitted to the IHS INPSYC Program Coordinator stating the work location where these hours will be completed. The maximum deferment period is two years, therefore the clinical psychology graduate must complete all supervised work experience and obtain a license within two years of graduation. The IHS requires in all cases that INPSYC scholarship recipients in clinical psychology complete a Ph.D. program and become a Licensed Clinical Psychologist able to practice independently without supervision by another licensed clinical psychologist before any service will count toward their scholarship service obligation payback commitment.

Service Obligation

Starting Service Obligation Within 90 Days of Completion of Training

Within 90 days of completion of post graduate training (and obtaining a license), INPSYC scholarship recipients must start work in a full-time clinical psychologist position at an approved site. It is the scholar's responsibility to become licensed (even if applying for Tribal positions not requiring licensure) and to find an approved position. It is recommended that scholars start looking for a position at least 3-6 months before completion of training. Scholars who have not secured an assignment within 90 days of completion of training will be subject to involuntary placement by the IHS. Scholars unable or unwilling to secure an approved position will be placed into default.

Determining an Eligible Service Site and Position

INPSYC scholarship recipients incur a service obligation of one year for each year of scholarship support received with a minimum service period of two years. The IHClA requires that, after completion of training, the scholar fulfills this service obligation in one of four ways: (1) through service with the IHS; (2) in a program conducted under a contract or compact entered into under the Indian Self-Determination Act (P.L. 93-638), as amended; (3) in an Urban Indian organization assisted under Title V of the Indian Health Care Improvement Act (P.L. 94-437), as amended; or (4) through private practice in a designated health professions shortage area addressing the health care needs of a substantial number (51%) of Indians [25 U.S.C. § 1613a(b)(3)(A)].

The INPSYC scholar is responsible for ensuring that their service (job and work location) is creditable toward their scholarship obligation. The placement process begins with the scholar contacting sites advertising full-time positions for clinical psychologists (scholars may also contact the IHS Division of Behavioral Health for placement assistance; <http://www.ihs.gov/MedicalPrograms/Behavioral>). If the site is interested in hiring the scholar, the scholar will contact the IHS INPSYC Program Coordinator to request certification that service in that site, in a specifically designated position, will meet the scholar's INPSYC Scholarship Program service obligation. The IHS INPSYC Program Coordinator will need the following information, in writing, from the proposed placement site:

1. Explain how placement at this site will meet one of the four service options listed above (e.g., is the site an IHS, Tribal, urban Indian, or private practice site).
2. Identify the clinical position that the facility is trying to fill (e.g., clinical psychologist). A copy of the position description will be required.
3. Documentation from the site that the position is a full-time clinical position (IHS considers full-time employment as working 80 hours every two weeks).
4. Documentation from the employer that if the services to be provided by the scholar are included in an IHS contract or compact, that the patients are those authorized to be served under the contract or compact.

If the position is approved by the IHS INPSYC Program Coordinator and the scholar accepts the position, the scholar must send, to the IHS Scholarship Program, a "verification of employment" letter from the site which includes the scholar's anticipated or actual start date. The scholar is

required to provide annual certification from the approved site that he or she has worked in a full-time capacity in the approved clinical position. The scholar must also notify the IHS INPSYC Program Coordinator if there are any interruptions in the performance of their service payback obligation, such as: maternity leave; extended sick/disability leave; extended Family Friendly Leave; outside training exceeding 10 days per 12 month period; breaks in service related to a change of work site; or any other extended time away from work, so that their service end-date may be recalculated.

Private Practice Option

The IHICIA offers an option for scholars to fulfill the service obligation " ...through private practice in a designated health professions shortage area addressing the health care needs of a substantial number of Indians (51%) [25 U.S.C. § 1613a(b)(3)(A)]." Scholars interested in the private practice option should contact the IHS INPSYC Program Coordinator for additional details and documentation requirements. The private practice option is only available in a designated Health Professional Shortage Area (HPSA). For more information about HPSAs, visit the Health Resources and Services Administration Shortage Designation website at <http://bhpr.hrsa.gov/shortage/>. The Private Practice Option cannot be used as a means to provide contract or locum tenens services to IHS, tribes, tribal organizations or urban Indian programs.

Research

The purpose of the INPSYC Scholarship Program is to train clinical psychologists to provide clinical health care services to Indian people. While research, especially research related to American Indians and Alaska Natives, is beneficial to Indian people, it does not meet the requirements of the IHICIA authorized INPSYC program. Requests for service in research positions or clinical positions containing a substantial research component cannot be approved to fulfill a scholar's payback obligation.

Full-Time Clinical Practice

Every INPSYC scholarship recipient fulfilling their service obligation is required to engage in full-time clinical practice as a licensed psychologist. The IHS has defined full-time practice as working a minimum of 80 hours every two week period (for an average of at least 40 hours per week). The 80 hours may be compressed into no less than 7 days, with no more than 12 hours of work to be performed in any 24-hour period. Time spent in "on-call" status will not count toward the 80 hours. Hours worked over the required 80 hours per two week period will not be applied to any other workweek.

A full-time clinical practice is defined as follows:

For Clinical Psychologists, at least 64 hours of the minimum 80 hours per two week period must be spent providing direct inpatient or outpatient care. These services must be conducted during normally scheduled hospital or clinic hours. The remaining 16 hours per two week period may be spent providing additional patient care and/or performing practice-related administrative activities, with administrative activities not to exceed 16 hours per two week period.

Practice-related administrative activities include teaching, attending staff meetings, supervision of other health care professionals, court appearances, and other non-treatment related activities pertaining to the Clinical Psychologists approved position. Supervision of other health professionals is defined as an administrative activity if the health professional being supervised is treating or

providing health care services to a patient and billing or documenting such treatment in his or her name. If the supervising health professional is treating the patient and billing or documenting such treatment under his or her name, this activity would be counted as direct clinical services for the supervising health professional.

No more than 7 weeks (35 workdays) per service year can be spent away from the practice for vacation, holidays, continuing professional education, illness, or any other reason. For absences of greater than 7 weeks in a service year or any period of Absence without Leave (AWOL), will not count toward the service obligation. The scholar is required to immediately notify the IHS INPSYC Program Coordinator if the total number of absences in a year, for any reason, is greater than 7 weeks (35 days) so that the scholar's service end-date may be recalculated.

Please keep this document and handbook with your IHPSYC contract. If you have any questions about these policy and procedure clarifications or any other IHS INPSYC Scholarship Program issue, please contact the IHS INPSYC Program Coordinator, Mr. Michael Berryhill at (301) 443-2443.

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