

## BHS Policies and Procedures



City and County of San Francisco  
 Department of Public Health  
 San Francisco Health Network  
 BEHAVIORAL HEALTH SERVICES

1380 Howard Street, 5<sup>th</sup> Floor  
 San Francisco, CA 94103  
 (415) 255-3400  
 FAX (415) 255-3567

Policy or Procedure Title: Multicultural Student Stipend Program

Issued By:

DocuSigned by:

*Maximilian Rocha*

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Maximilian Rocha, LCSW  
 Director of Systems of Care

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References:

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### Equity Statement:

The San Francisco Department of Public Health, Behavioral Health Services (BHS) is committed to leading with race and prioritizing Intersectionality, including sex, gender identity, sexual orientation, age, class, nationality, language, and ability. BHS strives to move forward on the continuum of becoming an anti-racist institution through dismantling racism, building solidarity among racial groups, and working towards becoming a Trauma-Informed/Trauma Healing Organization in partnership with staff, clients, communities, and our contractors. We are committed to ensuring that every policy or procedure, developed and implemented, leads with an equity and anti-racist lens. Our policies will provide the highest quality of care for our diverse clients. We are dedicated to ensuring that our providers are equipped to provide services that are responsive to our clients' needs and lived experiences.

### Purpose:

The purpose of this policy is to provide guidance around the payment of stipends to awarded applicants of the Multicultural Student Stipend Program (MSSP) who are conducting graduate level traineeships/internships within the BHS system of care inclusive of civil service and City funded agencies. The MSSP is a workforce development program established in 1988 to address the need to recruit staff with the skills and sensitivities to provide culturally, and linguistically competent behavioral health services to San Francisco's most marginalized communities.

Stipends are available to students interning in mental health, substance use, and integrated treatment programs of Behavioral Health Services. The program is designed to foster students' development of skills to work with diverse populations, to encourage racial and cultural diversity in our trainee/intern pool and to increase the number of applicants with special skills and knowledge to serve these populations. These skills include language, racial/cultural expertise, disabilities and an understanding of principles of trauma informed care and wellness and recovery. As part of our human resource development commitment, the MSSP is aimed at providing support to students interested in public sector work within behavioral health services, working with populations with health disparities and shortages of racial, cultural and linguistically competent staff.

### Scope:

This policy applies to student trainees and interns who are conducting fieldwork within the BHS system of care in mental health, substance use, or integrated behavioral health programs for a minimum of 16 hours per week for a minimum of 9 months.

**Policy:**

Students interning within BHS mental health, substance use and integrated behavioral health civil service programs and contract programs are eligible to apply for a stipend. The program in which the student is interning must provide adequate supervision by a licensed and/or qualified clinician.

**Procedure:**

I. Application:

- a. Application materials are emailed to BHS system of care programs for distribution among their staff and interns in the Fall.
- b. Selection Criteria:
  - Knowledge and sensitivity to the special needs of racial and culturally diverse client populations for which there are health disparities
  - Bi-cultural and/or bilingual skills in cultures and languages of clients served and needed by Behavioral Health Service programs
  - Experience with and/or a demonstrated commitment to working with behavioral health clients of diverse backgrounds, including language, age, culture, and ability
  - Acceptance and placement at a BHS funded site which can provide specialized training and supervision in the delivery of mental health and/or substance use services to racially/culturally diverse clients and/or clients with disabilities; and/or dual disorders.
  - Financial need
  - Current civil service employees are not eligible to apply

I. Conditions:

- Upon acceptance of an offered stipend award, students must submit the below completed forms:
  - i. W-9
  - ii. Agreement for Provision of Personal Services
- Awarded students are strongly encouraged to seek employment within Civil Service or community programs and clinics which contract with BHS to deliver behavioral health services.

II. Stipend Distribution:

- The total award amount will be paid out in two separate payments: the first payment during the Spring semester and the second upon completion of field placement.

III. Breach of Agreement by Awardee:

- If the Awardee is unable to complete the terms of their field placement as specified in the Agreement for Provision of Service contract, BHS shall be entitled to recover the full amount of the award.

**Contact Person:** BHS Student Internship Coordinator 650-761-1418, [BHSinternships@sfdph.org](mailto:BHSinternships@sfdph.org)

**Distribution:**

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