



Leslie S. Tsukroff, Inc.
Business Management Consulting for Mental Health Practitioners
68 North Bridge Street
Somerville, New Jersey 08876
973-879-1678
LsTsukroff@aol.com
<https://www.LeslieTsukroff.com>

JUNE 2022 Newsletter

In This Issue:

1. Upcoming workshop "Everything You Need to Know: Documentation in Private Practice," July 17, 2022
2. *Clinical Social Workers in Private Practice: A Reference Manual*
3. Making sense of New Jersey's Regulations -- Continuing Education for Social Workers
4. An update on videos for "Warning: Boundary Crossing Ahead" and "Audit-Proof Progress Notes: An In-Depth Look At Documentation And Recording Keeping"

Greetings Colleagues-

Happy summer! It's official. Beach reads, sand, sun, surf and hopefully some much deserved R and R is headed your way. This will be my only Newsletter of the summer. I've been on a "staycation" for the past week, and while I managed not to see any clients and refrained from looking at/responding to most e-mails and texts, I was not so successful in taking a 100% hands-off approach to my consulting practice. Hence, this Newsletter and my public statement that I will use my next vacation to actually vacation!

Upcoming Workshop

"Everything You Need to Know: Documentation in Private Practice."

Sunday, July 17, 2022

9:00 AM-3:00 PM EST, ZOOM

For detailed agenda, objective, abstract and to register

<https://www.leslietsukroff.com/everything-you-need-to-know-documentation-in-private-practice>

Cost: \$125.00



Leslie S. Tsukroff, Inc.
Business Management Consulting for Mental Health Practitioners
68 North Bridge Street
Somerville, New Jersey 08876
973-879-1678
LsTsukroff@aol.com
<https://www.LeslieTsukroff.com>

5 ethics CEs available to Social Workers in all states except for NY and WV.

A must for all New Jersey private practitioners. This workshop provides a broad overview of legally required case record documents, with a focus on obtaining informed consent and maintaining privacy and confidentiality. Gain a better understanding of your ethical and legal responsibilities to create, maintain and protect your clients' medical records.

WHO, WHAT, WHERE, WHY, WHEN & HOW:

WHO has access to the record?

WHAT laws and rules must be followed?

WHERE should records be maintained?

WHY keep case records?

WHEN can records be destroyed?

HOW can informed consent be obtained?

Clinical Social Workers in Private Practice: A Reference Manual

It's here!

Almost 4 years to the day of the initial meeting of NASW's Volunteer Task Force on Private Practice Guidelines, my copy of the completed Manual has arrived. Led by the outstanding leadership of Mirean Coleman (NASW's Clinical Manager), myself, and 5 NASW colleagues met monthly (and towards the end more frequently) for 3 years (the longest NASW Task Force to date) to revise the 2003 document, "*Clinical Social Workers in Private Practice: A Reference Guide*".

It was truly an honor to serve on the Task Force and to be a part of developing this long-awaited, comprehensive document, now entitled, "*Clinical Social Workers in Private Practice: A Reference Manual*," which is sure to become the standard of care for all private practitioners, not just social workers. Being invited to share my expertise on issues impacting private practitioners through the



Leslie S. Tsukroff, Inc.

Business Management Consulting for Mental Health Practitioners

68 North Bridge Street

Somerville, New Jersey 08876

973-879-1678

LsTsukroff@aol.com

<https://www.LeslieTsukroff.com>

lens of social work ethics is my passion. I never dreamed that I would have been given the opportunity to collaborate with such knowledgeable and committed clinical social work co-authors from across the country.

In addition to providing input on the entire document, I authored sections on the subjects of advanced planning, minor's rights and working with minors, sliding scale, client-social worker practice agreements, informed consent standards and suggested case record forms.

Copies of "*Clinical Social Workers in Private Practice: A Reference Manual*" can be purchased* from NASW Press @

<https://naswpress.org/product/53563/clinical-social-workers-in-private-practice>

*Leslie S. Tsukroff, MSW, LCSW does not benefit financially from the sale of "*Clinical Social Workers in Private Practice: A Reference Manual*," nor was she compensated for serving on the Task Force.

Making Sense of New Jersey's Continuing Education Requirements

Attention NJ Social Workers. The licensing cycle ends on August 31, 2022. Don't get caught in a last minute effort to obtain your CEs!

All information pertaining to NJ Social Work Continuing Education Requirements can be found in the NJ Licensure Regulations, Subchapter 6

<https://www.njconsumeraffairs.gov/regulations/Chapter-44G-State-Board-of-Social-Work-Examiners.pdf>

As my fellow New Jersey Social Workers are aware, our state has one of the most stringent Continuing Education requirements (and licensing) in the country. While the NJ-BSWE has been hinting that a change is coming (I'm unclear on the details, but rest assured, once announced, I'll post it in a Newsletter), these anticipated changes will not become effective until after the current licensing cycle ends.



Leslie S. Tsukroff, Inc.

Business Management Consulting for Mental Health Practitioners

68 North Bridge Street

Somerville, New Jersey 08876

973-879-1678

LsTsukroff@aol.com

<https://www.LeslieTsukroff.com>

During the June 8th NJ-BSWE meeting, the Board was asked to clarify the Regulations regarding Continuing Education. While the Board would not answer questions regarding specific courses and their acceptability for CE credit, they did highlight key words and phrases within the Regulations to help demystify sources for CE credit (they seems to always dodge these types of questions during meetings).

Below is an excerpt from the Regulations regarding Sources of Continuing Education Credits, section 13:44G-6.4 (c). There are two important criteria I want to point out:

1. Pay careful attention to the specific terminology in the Regulations which tends to add to the confusion. These terms include: "offered by"; "given at"; "provided by"; "completion of"; "attendance at"; "approved by"; and "recognized or approved by." I have highlighted the key words and phrases in yellow and have provided explanations in all CAPITALS to help assist you in enhancing your understanding of the regulations.
2. Programs or courses, not providers, are approved sources, which means that an individual course, not the provider are acceptable. Note that in each of the below items, the Regulations state: "programs or courses".

Sources of CE Credits:

1) Attendance at programs or courses **offered by the ASWB**: one credit for each hour of attendance; IF ASWB CONDUCTS A WORKSHOP, IT COUNTS FOR CREDIT IN NJ. NOTE- THIS DOES NOT MEAN APPROVED BY ASWB- COURSES MUST BE APPROVED BY THE ASWB COURSE/CONFERENCE APPROVAL PROGRAM WHICH IS DIFFERENT THAN ASWB-ACE APPROVED ENTITIES.

2) Attendance at programs or courses **offered by the National Association of Social Workers (NASW)**: one credit for each hour of attendance; IF NASW NATIONAL OR ANY STATE CHAPTER OFFICE OFFERS A WORKSHOP/COURSE, IT COUNTS IN NJ. **NOTE- THIS DOES NOT MEAN APPROVED BY NASW NATIONAL. COURSES APPROVED BY NASW NATIONAL ARE NOT ACCEPTED IN NJ.**



Leslie S. Tsukroff, Inc.

Business Management Consulting for Mental Health Practitioners

68 North Bridge Street

Somerville, New Jersey 08876

973-879-1678

LsTsukroff@aol.com

<https://www.LeslieTsukroff.com>

3) Attendance at programs or courses **offered by** the Child Welfare Training Academy within the New Jersey Department of Children and Families; one credit for each hour of attendance;

4) Attendance at programs or courses **given at State and national social work association conferences**, where the criteria for membership is an academic degree in social work: one credit for each hour of attendance; EXAMPLES- COURSES GIVEN AT ANY STATE OR NATIONAL NASW, ASWB OR CSWA CONFERENCE

5) Attendance at continuing education programs **offered at** a regionally accredited institution: one credit for each hour of attendance; PROGRAMS OFFERED AT REGIONALLY ACCREDITED TRAINING INSTITUTES. VERIFY WITH EACH INSTITUTE.

6) Attendance at continuing education programs **provided by** institutions accredited, or in candidacy for accreditation, by the Council on Social Work Education (CSWE): one credit for each hour of attendance; ANY CE PROGRAM GIVEN AT ANY ACCREDITED COLLEGE OR UNIVERSITY IN WHICH CE CREDITS ARE OFFERED TO SOCIAL WORKERS

7) **Completion of** undergraduate or graduate-level coursework in an academic program accredited, or in candidacy for accreditation, by the CSWE: five credits for each course credit;

8) **Completion of** undergraduate or graduate-level coursework at an academic institution accredited by a regional accrediting body recognized by the United States Department of Education, Office of Postsecondary Education that is not accredited, or not in candidacy for accreditation by, the CSWE: three credits for each course credit awarded up to a maximum of one-half of the required continuing education credits;

9) **Attendance at** in-service training provided by an organization that provides social work services and which is licensed by or under contract to provide social



Leslie S. Tsukroff, Inc.

Business Management Consulting for Mental Health Practitioners

68 North Bridge Street

Somerville, New Jersey 08876

973-879-1678

LsTsukroff@aol.com

<https://www.LeslieTsukroff.com>

work-related services with the Department of Children and Families, the Department of Community Affairs, the Department of Health, or the Department of Human Services, in a subject matter related to the setting in which the licensee or certificate holder works: one credit for each hour of training up to a maximum of one-half of the required continuing education credits. Such in-service training shall not include staff meetings, job training, training on administrative procedures or policies, quality assurance or case reviews, or case management;

10) **Attendance at** in-service training provided by an organization accredited by the Child Welfare League of America (CWLA), the Council on Accreditation (COA), the Council on Accreditation of Rehabilitation Facilities (CARF), the Family Service Association of America (FSAA), or the Joint Commission, in a subject matter related to the setting in which the licensee or certificate holder works: one credit for each hour of training up to one-half of the required continuing education credits. Such in-service training shall not include staff meetings, job training, training on administrative procedures or policies, quality assurance or case reviews, or case management;

11) Attendance at programs or courses **approved by boards that license social work practice in other states**: one credit for each hour of attendance; IF ANOTHER STATE SOCIAL WORK BOARD **HAS APPROVED THE COURSE**.

12) Attendance at programs or courses related to the practice of social work that are **recognized or approved by the Alcohol and Drug Counselor Committee, the State Board of Marriage and Family Therapy Examiners or the Professional Counselor Examiners Committee**: one credit for each hour of attendance; IF A COURSE WAS APPROVED BY THE ABOVE NJ BOARDS, THEN IT COUNTS FOR SOCIAL WORKERS IN NJ. AGAIN, IT NEEDS TO BE THE COURSE, AND NOT THE PROVIDER.

13) Attendance at programs or courses **approved by** an entity recognized by the Board pursuant to N.J.A.C. 13:44G-6.7 (**ASWB Course Conference Approval Program or The CE Collaborative**).



Leslie S. Tsukroff, Inc.

Business Management Consulting for Mental Health Practitioners

68 North Bridge Street

Somerville, New Jersey 08876

973-879-1678

LsTsukroff@aol.com

<https://www.LeslieTsukroff.com>

So now that I understand sources for CE credit, how many and what type of credits am I required to obtain?

LSWs

- Minimum of **30** credits of continuing education
- 5 credits must be related to ethics
- 3 credits must be in the subject area of social and cultural competence
- 1 credit in topics concerning prescription opioid drugs
- The remaining 11 credits may be related to any topic area as long as they meet all of the criteria specified in 13:44G-6 of the licensing regulations. Note the acceptable topics outlined in section 13:44G-6.3 and acceptable sources for continuing education outlined in 13:44G-6.4
- A maximum of 6 surplus credits may be carried over into the next biennial period (for LSWs who have earned in excess of 30 credits in a biennial period).

LCSWs

- Minimum of **40** credits of continuing education
- 20 must be in courses or programs directly related to clinical practice
- 5 credits must be related to ethics
- 3 credits must be in the subject area of social and cultural competence
- 1 credit in topics concerning prescription opioid drugs
- The remaining 11 credits may be related to any topic area as long as they meet all of the criteria specified in 13:44G-6 of the licensing regulations. Note the acceptable topics outlined in section 13:44G-6.3 and acceptable sources for continuing education outlined in 13:44G-6.4
- A maximum of 8 surplus credits may be carried over into the next biennial period (for LCSWs who have earned in excess of 40 credits in a biennial period).



Leslie S. Tsukroff, Inc.

Business Management Consulting for Mental Health Practitioners

68 North Bridge Street

Somerville, New Jersey 08876

973-879-1678

LsTsukroff@aol.com

<https://www.LeslieTsukroff.com>

What if I am newly licensed in NJ and I obtained my license within the second year of a biennial license period?

Licensees are required to complete at least ½ of the minimum required credits of continuing education.

- **LSWs must complete a total of 15 credits, of which**
 - 3 credits must be in ethics related courses
 - 2 credits must be in the subject area of social and cultural competence.
 - 1 credit must be in topics concerning prescription opioid drugs

- **LCSWs must complete a total of 20 credits, of which**
 - 10 must be in programs which directly relate to clinical practice
 - 3 credits must be in ethics related courses
 - 2 credits must be in the subject area of social and cultural competence.
 - 1 credit must be in topics concerning prescription opioid drugs

Now that I have obtained my credits, what do I do with my CE certificates?

Hold onto them for at least 4 licensing cycles or indefinitely if possible. At this time, the NJBSWE is not asking you to submit copies of the certificates; however, you will be required to attest to earning said credits on your renewal application, which you should receive in the mail by late June. In the event that you have a licensing complaint filed against you with the NJ-BSWE, the Board will mandate the production of various documents, including copies of all CE credits earned. I have heard of cases in which CE certificates from multiple licensing cycles have been required. The Board reserves the right to request verification that you are in compliance with this aspect of the licensing regulations *at any time*.

I'm so confused. Can you explain more about approval entities?

As I mentioned earlier, each course must be approved. Large organizations, (like PESI, NetCE), must submit an application for approval for **each course** in order for it to meet NJ regulations. There are only 2 recognized entities that are



Leslie S. Tsukroff, Inc.
Business Management Consulting for Mental Health Practitioners
68 North Bridge Street
Somerville, New Jersey 08876
973-879-1678
LsTsukroff@aol.com
<https://www.LeslieTsukroff.com>

permitted to provide such approvals, The Association of Social Work Boards (ASWB) and the Continuing Education (CE) Approval Collaborative.

The ASWB offers two main type of approvals: ACE individual course/conference approval and ACE Provider Approval. ACE Providers are not acceptable in **New Jersey**. As previously stated, NJ-BSWE only recognizes courses that have been approved by the ACE individual course/conference approval program.

To find courses approved by Association of Social Work Boards (ASWB), ACE individual course/conference approval (formerly the New Jersey Continuing Education Course Approval Program) click here

<https://www.aswb.org/licenses/ace-approved-continuing-education/ace-approval-types/individual-course-or-conference-approval/>

Then click on "Approved individual courses/conferences" in the upper right hand column.

To find courses approved by the Continuing Education (CE) Approval Collaborative. Click here

<https://naswnj.socialworkers.org/Professional-Development/CE-Course-Approval>

Then click on "Programs Approved by the Collaborative (2020 - 2022)" in the right hand column

Videos of previously recorded workshops

Thank you to those who participated in Audit-Proof Progress Notes: An In-Depth Look at Documentation and Recording-Keeping on April 14th and "Warning: Boundary Crossing Ahead" on June 16th. Technology has continued to be a challenge and I have my team working on getting these two recordings posted ASAP.

Ethics Matters is on hiatus until the fall. Until then, I wish you and yours a happy, safe, adventurous and restful summer.



Leslie S. Tsukroff, Inc.
Business Management Consulting for Mental Health Practitioners
68 North Bridge Street
Somerville, New Jersey 08876
973-879-1678
LsTsukroff@aol.com
<https://www.LeslieTsukroff.com>

**Best-
Leslie**

This document is for general informational purposes only and is not intended to be used as advice (legal, ethical or technical) or as a substitute for the guidance of an attorney or an individualized consultation. It does not address all possible clinical, legal and ethical issues that may arise, nor does it take into consideration the particular circumstances, nuances or concerns of the situation or person(s) involved. Leslie S. Tsukroff, Inc. does not assume any responsibility or liability for any errors or omissions in its content.