

# **Selection Protocol for CAPIC-mhsa Stipend Program**

- 1) Students complete the online application and submit it to CAPIC.**
- 2) CAPIC contacts doctoral program DCT to confirm that student meets graduation requirement, namely, are expected to graduate (complete all requirements for the doctorate) at the end of the internship year.**
- 3) CAPIC reviews all applications to make sure they meet all required criteria for the stipend program, including completeness of the application itself. Requirements: a) currently doing an internship in an agency supported by CA/DMH funds; b) is expected to graduate at the conclusion of the current internship; c) commits to work for 1 year, or 6 months if a half-stipend, in a mental health agency receiving CA/DMH funds within 18 months following award of the doctorate.**
- 4) CAPIC processes and scores the demographic section of the application, resulting in a point score.**

**One point is awarded for each item checked on the application form: African American; Hispanic American; Asian/Pacific Islander American; Native American/Alaskan Native; Grew up in rural California; I or my immediate family members have received services from a publicly supported mental health agency; Non-English language facility--1 pt for each language listed.**
- 5) CAPIC removes demographic data from the essay portion of the application (e.g. name, date of birth, doctoral program name, internship program name). CAPIC assigns a 3 digit number to each essay for identification.**
- 6) CAPIC randomly assigns each essay to 3 members of the Stipend Selection Committee for review and rating. (Note: no reviewer will be asked to rate more than 30 essays.) Members of the CAPIC Board of Directors, CAPIC staff, or Doctoral program Chairs or DCTs are prohibited for rating essays.**
- 7) Reviewers rate each essay globally on a Likert scale of 1-3, considering the intent of the Psychology Stipend Program and the effectiveness with which the student expressed the way their own education, training, and life experience have resulted in their dedication and skill to serve the needs of clients in the California publicly supported mental health system. A rating of “3” indicates a combination of excellent preparation and great dedication to the goals of the stipend program. A rating of “1” indicates a combination of poor preparation and low dedication to the goals of the stipend program.**

**8) Raters return the ratings for each essay to CAPIC.**

**9) CAPIC completes scoring all applications by taking the median rating from the 3 reviewers, and places the candidates in 3 groups according the median of the rating of the statement/essay ratings. Then, CAPIC orders the applications in each of the three groups by the number of points each application received on the demographic variables.**

**10) CAPIC then assigns a rank order across all the applications, and begins assigning stipends from the top of the rank order list down. If, or when, a ranking point in the list consists of more than 1 candidate (a tie), and all candidates at this rank cannot receive stipends due to funding limitations, the following rubric will be applied to break the tie: R-1, Rather than using the median rating from the 3 reviewers, the mean rating (using two decimal points) will be computed and then used to determine the final ranking. If this action fails to result in a clear ranking decision the following rubric will be applied to break the tie: R-2, an additional point will be awarded to applications for each of the following: minority race/ethnicity, CA “threshold language” facility, grew up in rural California, and immediate family or personal history of receiving services from the CA publicly supported MH system. If this action fails to result in a clear decision, the ranking of applicants will be made via random number list.**