



**Instructions for the Site Representatives:**

Please type your responses to the following questions in the fields provided. Use the tab key to move between fields. Please fax to (352) 846-2697 or mail to the following address: Kathleen M. Fallon, Ph.D., Clinical Coordinator; Department of Counselor Education; 1215 Norman Hall; POB 117046; Gainesville, FL 32611-7046. If you have questions, please contact Dr. Fallon at (352) 392-0731, Ext. 228 or kfallon@coe.ufl.edu.

**Agency Demographic Information**

Agency Name

Mailing Address

City

State

Zip Code

Physical Address

City

State

Zip Code

Directions to Site

Days and Times Facility is Open for Students to See Clients

Phone

Fax

Website

**Primary Site Host Demographic Information**

Name

Job Title

Highest Earned Degree

Profession

License No

SSN (Required for Tuition Waiver)

University of Florida Employee

Work Email

Work Phone

Work Fax

<b>Alternate Site Host Demographic Information</b>		
Name		
Job Title		
Highest Earned Degree		Profession
License No	SSN (Required for Tuition Waiver)	
University of Florida Employee	Work Email	
Work Phone	Work Fax	
<b>Clinical Information</b>		
Please provide a brief description that would help introduce your site to students.		
Select the appropriate level(s) of experience for students at your site.		
Practicum		Internship
Select the appropriate clinical specialization(s) for students at your site.		
Mental Health Counseling	Marriage & Family Counseling	School Counseling & Guidance
Identify any prerequisite coursework or clinical experiences you require of students.		
Minimum semester commitment		
Maximum number of students per semester		
Identify and describe characteristics of population receiving services at your site		
Identify counseling modalities used at your site		
Identify and describe professional development opportunities available at your site.		

<b>Clinical Supervision, Observation, and Taping Opportunities</b>			
Select the clinical supervision opportunity(ies) that are available at your site.			
None	Individual	Group	
Students are required to tape their work for supervision. If taping is not possible at your site, students must be observed for the equivalent number of sessions. Is taping allowed at your site? Check all that apply.			
No	Yes-Audio	Yes-Video	
Select all available recording equipment			
Audio	Video	Students must provide own equipment	
Select if observation of other professionals in practice is available.		Yes	No
<b>Application Process</b>			
Describe application instructions, including contact names and information.			
Do you offer financial compensation to practicum and internship students?		Yes	No
<b>Steps to becoming and maintaining an active clinical site with the Department of Counselor Education</b>			
Step	Completed	Date Completed	
Complete and submit Site Information Form annually or whenever Site Host changes			
Submit current Resume or Curriculum Vita for each Site Host			
Schedule a Site Visit or telephone Site Visit annually with the Clinical Coordinator			
<b>Current Site Information Form</b>			
Form completed by		Date completed	
<p>Thank you for your interest in working with our Department and Students! Please print form and send to Clinical Coordinator. Questions? Contact Dr. Fallon at 352-392-0731, Ext. 228 or <a href="mailto:kfallon@coe.ufl.edu">kfallon@coe.ufl.edu</a>.</p>		<p>Dr. Kathleen M. Fallon  Clinical Coordinator  Department of Counselor Education  1215 Norman Hall  POB 117046  Gainesville, FL 32611-7046</p>	

# Leslie Frost, EdS, LMHC

**Licensure:** Florida Licensed Mental Health Counselor MH#2650

**Education:** 1988 Department of Counselor Education: University of Florida  
Master of Education; Specialist in Education  
Agency, Correctional, and Developmental Counseling

1980 School of Music: University of Northern Colorado  
Bachelor of Music Education

## **Professional Experience:**

June 2005 – Present  
CDS Family and Behavioral Health Services, Inc.

### **Regional Coordinator**

Administrative and Clinical oversight of Family Action Program and Drug-Free Community Support Program. Supervision of therapists, registered mental health counselor interns, and program support personnel; program development, community liaison work, budget monitoring and development, public speaking, contract compliance, hiring, training, and termination of employees, participation in Executive Management Team.

April 2000 - February 2005  
Children's Home Society

### **Program Director — Mid Florida Division**

Administrative and Clinical oversight of seven program sites including In-Home Family Support Services Program; Family Visitation Centers, Haven House Residential Girls Behavioral Health Overlay Home; Supervision of registered mental health counselor interns; program development; preparation of grant and funding proposals; public speaking and liaison with community agencies; budget development; contract compliance; hiring, discipline, and termination of employees; participation in Division Senior Management Team.

April 1996 - April 2000  
Children's Home Society

### **Program Supervisor — Mid Florida Division**

Clinical and Administrative Supervision of Family Builders Program, Intensive Crisis Counseling Program, and In-Home Parenting Programs; Case and Counselor supervision; paraprofessional supervision: volunteer recruitment and training: contract compliance: screening of referrals; assumption of direct service provision when necessary; liaison with community agencies; participation in Division management team.

July 1995 - December 1995  
Counseling and Resource Center for Women & Families, Inc. Ocala, FL.

### **Executive Director**

Counseling and psychotherapy for individuals, couples, and families; clinical and administrative supervision of counselors and student interns; supervision of office manager; program planning and development, fund development including preparation of funding proposals and contract negotiations; monitoring budget; consultation; community liason, reports to Agency Board of Directors.

December 1994 – July 1995  
Marion-Citrus Mental Health Centers, Inc.

### **Licensed Clinical Supervisor II**

Clinical and administrative supervision of Masters level outpatient therapists in Children and Family Services at Emerald Center; liaison with community agencies; coordination of programs; participation in management team.

November 1994 – 2001  
Ocala and/or Gainesville, Florida

**Private Practice**

Provision of mental health counseling to individuals, couples, and families including children, adolescents, and adults.

January 1992 – November 1994  
Adult and Child Counseling Center Ocala, Florida

**Private Practice**

Provision of counseling and psychotherapy to individuals, couples and families. Consultation and liaison with community agencies, marketing; clinical supervision; program development; and court testimony.

May 1988 - January 1992  
Marion-Citrus Mental Health Centers, Inc.

**Outpatient Therapist**

Therapy with children, adolescents and their families; individual, collateral couple, and family counseling; therapy for Employee Assistance clients; Emergency evaluation and crisis intervention, information and referral, assumption of supervisory responsibilities in supervisor's absence, consultation with community agencies, court testimony, clinical supervision of other outpatient therapists, group therapy with child victims of sexual abuse.

February 1987 – October 1987  
Mental Health Services of North Central Florida, Inc.

**Addictions Counselor**

Individual and group therapy with residential adolescent and adult substance abuse clients; counseling with couples and families of resident clients; leadership of group for family members of residential clients; evaluation; information and referral.

January 1986 – December 1986  
Amette House

**Shelter Worker**

Supervision and crisis intervention with runaway adolescents in shelter; consultation; liaison with community agencies.

May 1986 – August 1986  
Rape Crisis/Spouse Abuse Center

**Shelter Counselor**

Crisis intervention with battered women and victims of sexual assault; individual and group counseling with women in shelter; supervision of women in shelter; consultation and liaison with community agencies; court advocacy.

August 1984 - August 1985  
Marion County School Board, Vanguard High School  
**Compensatory Education Teacher**