Wayne Center Clinical Supervision Form

User Guide

Wayne Center Logo

Contents

Quick Start

Windows Users

1. Double-click the **Open-Form.bat** file
2. The form will open in your default web browser

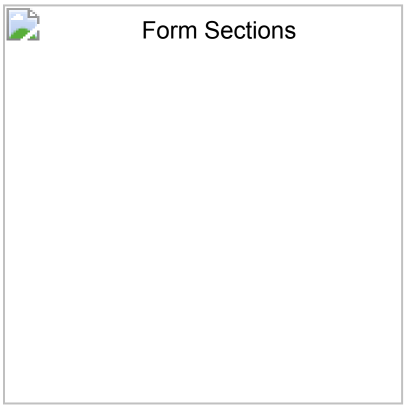
Mac Users

1. Double-click the **open-form.command** file
   - The first time, you may need to right-click and select "Open"
2. The form will open in your default web browser

Getting Started

Form Sections

The supervision form contains the following main sections:



1. **Header Information** - Basic information about the supervision session
2. **Assessments** - Review of assessment completion rates
3. **IPOS & Addendums** - Document tracking for IPOS
4. **In-service** - Training and in-service tracking
5. **Coordination of Care** - Track coordination efforts
6. **Guardianship** - Guardianship status tracking
7. **Service Activities** - Monthly service data
8. **Case Review** - Client-specific review details (only visible in Client Review mode)
9. **Additional Comments** - Space for other comments
10. **Signatures** - Electronic signatures and dates

Review Types

The form supports two types of reviews:

- **General Review** - For overall supervision and caseload reviews
- **Client-Specific Review** - For reviewing individual client cases

Using the Form

Basic Navigation

- Click on the purple section headers to expand/collapse sections
- Required fields are marked with an asterisk (*)
- Use Tab key to move between fields
- Fill out sections in any order

Step-by-Step Instructions

1. **Fill out the header information**
    - Enter Supervision Date, Supervisor Name, and Staff Name
    - Select the Review Type (General or Client-Specific)
2. **Complete each relevant section**
    - Click on section headers to expand them
    - Fill in counts and comments as needed
3. **For Client-Specific Reviews:**
    - Select "Client-Specific Review" from the dropdown
    - The Case Review section will appear
    - Enter client information and complete the review checklist
4. **Add Signatures**
    - Click in the signature field to sign
    - Use your mouse or touchpad to sign
    - Enter the date
    - Both staff and supervisor should sign

Saving Your Work

Automatic Saving

The form automatically saves your work as you type. If you need to close the browser and come back later, your work will be waiting for you.

Manual Saving Options

Save Draft

Click the "Save Draft" button to manually save your current progress. Your work is saved to your local computer and will be available when you reopen the form.

Save as PDF

1. Click the "Save as PDF" button
2. Choose where to save your PDF file
3. The PDF includes all completed sections and signatures

Save Blank PDF

If you need a blank form for printing and manual completion:

1. Click the "Save Blank PDF" button
2. A blank form will be created with spaces for writing
3. You can print this form for manual completion

Working with Client Reviews

Switching to Client Review Mode

1. Select "Client-Specific Review" from the Review Type dropdown
2. The Case Review section will appear
3. Other sections will be hidden

Completing the Case Review

1. Enter the Client # and IPOS Active Date
2. For each item, select one of the following:
    - Met
    - Partially Met
    - Not Met
    - N/A
3. Add comments for any items that need explanation

Case Review Categories

The case review includes these main categories:

- Annual Consents
- Bio Status
- Guardianship
- Health Items (Physical, Diabetes, Medication)
- IPOS Items (Goals, Preferences, Authorizations)

Troubleshooting

Common Issues

Form won't open:

- Make sure all files are in the same folder
- Try using a different web browser (Chrome works best)
- Check if your browser is up to date

Signatures don't work:

- Try using a different browser (Chrome recommended)
- Clear your browser cache and reload

Lost work:

- The form should auto-save, but occasionally this fails
- Use the "Save Draft" button frequently

Form looks distorted:

- Try zooming out in your browser (Ctrl - or Cmd -)
- Update your browser to the latest version

Need More Help?

Contact your IT department for technical assistance with the form.
