



## REGULARLY SCHEDULED AND PROTECTED SUPERVISION

<b>Settings: Supervision Form</b>	<b>Choose staff to supervise from the list:</b> Selecting/changing a staff member will refresh the list of existing Supervised Events for that person.
+ New Supervision box on the right top corner, click on it to start a new form Enter today's date <b>Date of supervision/ prep</b> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Month</span> <span>Day</span> <span>Year</span> </div>	<b>Date of Supervision:</b> Enter the date that the supervision took place or when it's planned to occur. Use the form to enter notes and otherwise prepare for the upcoming supervision. When the actual supervision takes place, change the session type to Scheduled. If necessary, change the date to the day that the supervision actually took place. If supervision did not occur, edit the planning form, or add a new supervision form for the normally scheduled day, choose Missed Session and give reason(s).
<b>Staff: (Name) First Last</b> Info icon shows basic info on the worker: role with start date, caseload, FTE, etc.	Supervisor: (Name)
<b>Activities/Prior Session:</b> Review the staff person's prior activity by clicking one of the buttons below <a href="#">Home Visits</a> <a href="#">Parent Surveys</a> <a href="#">Training Tickler</a> Will list all items marked in previous session as "follow-up at next supervision?"	<b>Supervision session type?</b> Scheduled Session Missed Session Pre-Supervision Planning Group Session (not available, coming soon)
<b>Supervision Notes:</b>	<b>Missed Session:</b> Select only when supervision can't be held all week. Select reason why supervision was not held. You may check all that apply.
<b>Scheduled Session</b>  <b>Start Time:</b> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div> <div style="margin-left: 10px;">AM PM</div>	<b>7. Length of Supervision:</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 40px; margin-right: 5px;"></div> <div style="margin: 0 10px;">:</div> <div style="border: 1px solid black; width: 40px; height: 40px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 40px;"></div> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Hours</span> <span>Minutes</span> </div>
<b>General Topics Tab: General Supervision Information</b> Check all activities to be covered during planning or engaged in during supervision. Document discussions planned or occurred, focusing on the administrative, clinical, and reflective aspects as appropriate. <div style="margin-top: 10px;"> <input type="checkbox"/> <b>Caseload</b>  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Describe caseload discussions, focusing on the administrative, clinical, and reflective aspects. Review caseload to ensure necessary time with families to build trusting, nurturing relationships.</div> <div style="margin-left: 20px;"> <input type="radio"/> Follow-up at next supervision?         </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> <b>Family acceptance/retention/attrition/home visiting rates</b>  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Discuss acceptance, retention, attrition, and home visiting rates.</div> <div style="margin-left: 20px;"> <input type="radio"/> Follow-up at next supervision?         </div> </div>	

☐ **Feedback on documentation**

Discuss quality and completeness of the staff's documentation.

☐ **Follow-up at next supervision?**

☐ **Outreach**

Discuss staff person's outreach efforts, successes and challenges.

☐ **Follow-up at next supervision?**

☐ **Staff safety**

Discuss and reflect on staff safety.

☐ **Follow-up at next supervision?**

☐ **Required observation of home visit- Hover over icons to get additional info**

Provide feedback from the supervisor's required observation of a home visit.

☐ **Follow-up at next supervision?**

☐ **Required supervisor observation of Parent Survey- Hover over icons to get additional info**

Provide feedback from the supervisor's required observation of the Parent Survey and discuss inter-rater reliability.

☐ **Follow-up at next supervision?**

☐ **Impact of work on the staff person**

Explore/reflect on impact of the work on staff person, including self-care and self-awareness.

☐ **Follow-up at next supervision?**

☐ **Staff strengths/professional growth**

Discuss staff person's strengths, professional growth, and identify areas for growth.

☐ **Follow-up at next supervision?**

☐ **Workplace environment**

Reflect on team dynamics.

☐ **Follow-up at next supervision?**

☐ **Role boundaries**

Identify and reflect on potential role boundary topics.

☐ **Follow-up at next supervision?**

☐ **Training**

Discuss expectations for upcoming training, trainings attended and assist staff in implementing new training into practice, including orientation activities such as shadowing other staff in their role.

☐ **Follow-up at next supervision?**

☐ **Curriculum**

Discuss and provide guidance on use of curriculum.

☐ **Follow-up at next supervision?**

**Role playing/coaching**

Describe role-play engaged in with staff person to reveal strategies.

☐ **Follow-up at next supervision?**

## Supervisor-Specific

Check all activities to be covered during planning or engaged in during supervision. Document discussions planned or occurred focusing on the administrative, clinical, and reflective aspects as appropriate

### ☐ Review of families

Offer clinical support to supervisor for their work with staff and families.

#### ☐ Follow-up at next supervision?

### ☐ Support of HFA model

Use of and support of reflective strategies, discussion of protective factors, integration of Service Plan, etc.

#### ☐ Follow-up at next supervision?

### ☐ QA feedback

Discuss results of quality assurance activities engaged in by the supervisor and how to integrate them into staff's practice (i.e. observations, participant satisfaction surveys). Also include how feedback and coaching on observations was offered.

#### ☐ Follow-up at next supervision?

### ☐ Supervisor Observation of Supervision

Debrief the observation, including mutually identifying strengths and ideas for professional development.

#### ☐ Follow-up at next supervision?

### ☐ Personnel topics

Discuss personnel topics.

#### ☐ Follow-up at next supervision?

### ☐ Team development/dynamics/agency topics

Describe feedback/reflection to supervisor regarding topics related to team development, dynamics, and the agency as a whole.

#### ☐ Follow-up at next supervision?

### ☐ Site documentation/quarterly reports

Discuss site documentation, MIS data entry, quarterly reports, etc.

#### ☐ Follow-up at next supervision?

### ☐ Site goals and Performance Improvement Plan

Discuss/review progress towards site goals and Performance Improvement Plan.

#### ☐ Follow-up at next supervision?

### ☐ CPS/ACS

Discuss involvement of CPS/ACS in caseload.

#### ☐ Follow-up at next supervision?

### Case List/Selection Tab

This will add a new tab to this supervision form for each case you select. Click the check box to select as many cases as necessary, then click the add (+) button below.

Review staff person's activity on home visit logs. Check all topics you plan to discuss or have discussed. Document each using the description in the comment box as a guide, focusing on the administrative, clinical, and reflective aspects as appropriate.

☐ **Service Plan**

Integrate Service Plan into discussion, review service plan activities, reflect on protective factors, and discuss next steps. Check that conversation occurred. There is no need to expand. Notes on discussion must be on Service Plan, not here.

☐ **Follow-up at next supervision?**

☐ **Parent Survey review**

Discuss challenging issues and strengths for the family, including those identified on the Parent Survey form, risk and protective factors.

☐ **Follow-up at next supervision?**

☐ **Referrals**

Discuss referrals given to the family.

☐ **Follow-up at next supervision?**

☐ **Family Goal Plan (FGP)**

Review FGP progress and process.

☐ **Follow-up at next supervision?**

☐ **CHEERS**

Discuss and give feedback on parent-child observations, interventions, and use of reflective strategies.

☐ **Follow-up at next supervision?**

☐ **Tools**

Discuss and explore tools, including ASQs, PHQ9, CHEERS Check-In, etc.

☐ **Follow-up at next supervision?**

☐ **Level change**

Discuss timing of level change.

☐ **Follow-up at next supervision?**

☐ **Transition planning**

Discuss transition planning and documentation.

☐ **Follow-up at next supervision?**

☐ **Medical (immunizations, visits, etc.)**

Discuss medical status of the family, immunizations, doctor visits, etc.

☐ **Follow-up at next supervision?**

☐ **CPS/ACS**

Discuss family involvement with CPS/ACS.

☐ **Follow-up at next supervision?**

## Parent Survey

Review staff person's activity on Parent Surveys. Check all topics you plan to discuss or have discussed. Document each using the description in the comment box as a guide, focusing on the administrative, clinical, and reflective aspects as appropriate.

☐ **Parent Survey review**

Conduct an in-depth review of the Parent Survey narratives (including thoroughness, scoring, clarity, father/significant other included).  
Conduct an inter-rater reliability review with follow-up discussion.

☐ **Follow-up at next supervision?**

☐ **Protective factors**

Discuss identified protective factors for the family.

☐ **Follow-up at next supervision?**

☐ **Risk factors**

Discuss identified risk factors for the family.

☐ **Follow-up at next supervision?**

☐ **Service Plan**

Develop plan at onset of services. No need to expand here. Notes on discussion must be on Service Plan, not here

☐ **Follow-up at next supervision?**

☐ **Referrals**

Discuss referrals given to the family and any areas of interest identified by the family needing follow-up.

☐ **Follow-up at next supervision?**

(Levels 1, 2 & 3 require monthly discussions. Level 4 a before or after visit discussion. Level CO, discussion on outreach efforts made).

A report will be created to list which families have been discussed and which ones still need to be.

Form Complete?

Remember to click on the **Save Partial** button often to avoid losing your work.

Use Save Partial to save your notes on the Pre-Planning Session.

Once Scheduled Session occurred and notes are complete and entered, check the Form complete box and Submit.