

Supervision of Clinical Staff

ADAPP Substance Abuse Prevention/Intervention Counselors will receive a minimum of four hours of supervision per month with their assigned supervisor in group and/or individual supervision.

Process recordings are required for group supervision as well as for most individual supervisory sessions. Supervisory sessions can be scheduled on either the staff day or during the school day, prior to school, or at the end of the day. This is subject to the Supervisor's discretion along with the staff member's approval.

Supervision for part-time workers will be arranged individually with the supervisor using the requirements set for full-time workers as the guideline.

The content of supervisory sessions consists mainly of clinical practice issues, along with systems work, program planning, job management, classroom education, and periodic evaluation review. Each worker is expected to participate fully in the supervisory process (i.e., identifying his or her own supervisory needs, contracting with the Supervisor to meet those needs, preparing for each session, and keeping the Supervisor informed of special problems in the field).

Supervisors will monitor caseload size, review client records on a monthly basis, and ensure the use of culturally sensitive, age-appropriate, research-based curricula for educational services.

Additionally, supervisors may assist staff directly by co-leading special events, attending meetings, etc. Supervisory personnel will make periodic site visits to assess the needs of each school/site and to monitor the service. Site visits will consist of interviews with school personnel, direct observation of program services, and/or participation in the same. The supervisor will make a minimum of one site visit per year for each staff person and observe a group and/or classroom lesson. **New staff may be observed several times per year.**

At a mid-point during the school year, the supervisor and staff member are asked to discuss the nature of supervision. Both the positive and negative aspects should be addressed. It is also an opportunity for staff to inform the Supervisor of any concerns about their work together. If at any time a staff member or a supervisor has a concern about the supervisory relationship, the concern should be first addressed between them. If the concern is not resolved, a meeting with the Assistant Clinical Director is permitted.

Guidelines for Individual Supervision and Process Recordings

The following guidelines are the expectations for supervision and submission of process recordings.

- **Probationary Employee:**
Individual supervision weekly
A minimum of 8 process recordings during the first six months will be submitted for review.
- **Initial three years (after completion of probation):**
Individual supervision three times per month
Process recording should be used during each supervision. The supervisor and the staff member will decide what record to bring for supervision (individual, group or the required group recording for stats).

- **Three to five years:**
Individual supervision twice per month
Process recording should be used in each supervision. The supervisor and staff member will decide what record should be discussed in supervision (individual, group, or the required group recording for stats).
- **Five to ten years:**
Individual supervision twice per month.
Process recording should be used in at least one supervision per month
- **Ten years and over:**
Individual supervision twice per month.
Process recordings as requested by the supervisor

These are minimum standards for *individual supervision*. Staff members are expected to participate in a rotation for group supervision and present a process recording.

All submitted process recordings should include interventions and dialogue; reflect what occurred during the beginning, middle and end of the session, and should be accompanied by questions/agenda about the clinical material.