

## Staff Supervision Log

Employee:	Date:		Time:					
Supervisor:	Department	Program:	Frequency:	Weekly	Bi-weekly	Monthly		
Topics		Actions to be taken / notes						
Professional Development / CEUs / Training								
Coverage/ETO Requests/Attendance								
Review upcoming agency events								
<u>Position Accountabilities</u> (Choose 1 accountability from the job description. Discuss the expectation and progress toward meeting it)  60% Direct Client Contact (Pull a report that includes the time since your last supervision. Discuss success, struggles and strategies)								
<u>Compliance Requirements</u> (Pull a report that includes the time since your last supervision. Discuss success, struggles and strategies) Assessments (Due 5 days of the intake/or evaluation anniversary)								
Progress Notes (Due within 1 day (OPC) or 2 days (GCM/FSS) of client contact)								
Reviews/Treatment Plans (Due within 5 days of client appointment every 6 months)								
<u>Client Satisfaction Concerns</u> (if applicable)								
Other Concerns/Issues Discussed During Supervision								
Pavisian Data 09/17/2019								

Revision Date 08/17/2018

Case	Discussion/Problem/Concern	Discuss any items which need follow up and due date to be completed and
Record	All items must be discussed. Please address any contributing factors if an item	any clinical feedback provided.
Reviewed	is not met.	
	Service Implementation	
	Progress Towards Goal(s)	
	Clinical/Desired Outcomes	
	Continued Appropriateness of Goals	
	Documentation Compliance (Assessments, TX Plan, Progress Notes, etc.)	
	Accuracy of Work/Golden Thread Concept	
	Service Implementation	
	Progress Towards Goal(s)	
	Clinical/Desired Outcomes	
	Continued Appropriateness of Goals	
	Documentation Compliance (Assessments, TX Plan, Progress Notes, etc.)	
	Accuracy of Work/Golden Thread Concept	
	Service Implementation	
	Progress Towards Goal(s)	
	Clinical/Desired Outcomes	
	Continued Appropriateness of Goals	
	Documentation Compliance (Assessments, TX Plan, Progress Notes, etc.)	
	Accuracy of Work/Golden Thread Concept	
	Service Implementation	
	Progress Towards Goal(s)	
	Clinical/Desired Outcomes	
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	Documentation Compliance (Assessments, TX Plan, Progress Notes, etc.)      One of the compliance of the complex of the co	
	Accuracy of Work/Golden Thread Concept	
	Service Implementation	
	Progress Towards Goal(s)  Output  Description:	
	Clinical/Desired Outcomes	
	• Continued Appropriateness of Goals	
	Documentation Compliance (Assessments, TX Plan, Progress Notes, etc.)  Aggregate of World Colden Thread Concept.	
	Accuracy of Work/Golden Thread Concept     Source Implementation	
	Service Implementation     Progress Toyyards Cool(s)	
	<ul><li>Progress Towards Goal(s)</li><li>Clinical/Desired Outcomes</li></ul>	
	<ul> <li>Continued Appropriateness of Goals</li> <li>Documentation Compliance (Assessments, TX Plan, Progress Notes, etc.)</li> </ul>	
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	Accuracy of Work/Golden Thread Concept	

High Risk/ Intensive Follow Up Cases Reviewed	Discussion of Treatment Concerns i.e. interventions/strategies utilized, resource			Documentation of further follow up to be completed by staff included alternate		
Neviewed	provided, b			interventions/strategies to be implemented		
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Topics from previous supervision that required follow-up			Steps tal	ken toward follow-up		
Employee Signature:			Supervisor Signature:			