


CHAPTER: 9	SECTION: 4	SUBJECT: HUMAN RESOURCES
TITLE: SUPERVISION OF STAFF		
EFFECTIVE DATE: 12/15/95	REVISED/REVIEWED DATE: 08/28/2001, 5/17/05, 2/28/11, 1/19/12, 3/25/13, 4/21/14,10/16/15, 9/1/16, 7/29/19; 9/22/2020; 11/09/2021, 01/24/23	
ISSUED AND APPROVED BY:   <p style="text-align: center;">EXECUTIVE DIRECTOR</p>		

- I. **PROCEDURE:** To establish policy and procedures for the provision of clinical and administrative supervision for all staff, contractees, volunteers, and interns/trainees.
  
- II. **APPLICATION:**  
To all Community Mental Health of Ottawa County (CMHOC) staff, interns/trainees, volunteers, and contractual direct care service providers.
  
- III. **DEFINITIONS:**  

**Clinical Supervisor:** professional staff deemed competent within CMH to provide clinical case oversight to colleagues.

**Administrative Supervisor:** individual designated by position with Human Resources to perform and provide official supervisory duties for specified staff.
  
- IV. **POLICY:**  
It is the policy of Community Mental Health of Ottawa County (CMHOC) to provide clinical and administrative supervision by qualified staff for the purpose of enhancing staff competency and effectiveness.
  
- V. **PROCEDURE:**
  - A. Staff members who have a minimum of a master's degree in psychology, social work, counseling, or other mental health related field, appropriate licensure/certification, and a minimum of four years experience in direct client service in an organized mental health setting (at least six months of which must be with CMHOC), including both classified and unclassified personnel, are eligible to provide clinical supervision, upon approval of their administrative supervisor. Acting as a clinical supervisor is voluntary for classified staff. Unclassified staff may be required to provide clinical supervision.
  
  - B. All staff providing direct service are required to receive clinical supervision while employed or contracted by CMHOC. Supervision of staff will be provided by the

supervisee's administrative supervisor or designee. The frequency of clinical supervision will be determined by the administrative supervisor.

- C. Supervision requirements of the supervisee's licensing organization (Licensed Master's Social Worker, Limited License Psychologist, Licensed Bachelor's Social Worker, etc.) will be taken into account when making supervision assignments.
- D. When staff receive clinical supervision from someone other than their administrative supervisor, the clinical supervisor is obligated to report any violation of Agency Ethics Policy, rights violations, or professional standards to the administrative supervisor, program director, or other appropriate person.
- E. The clinical supervisor will provide a written evaluation of the supervisee's performance in areas for which clinical supervision has been provided to the administrative supervisor for use in the supervisee's annual performance review. The administrative supervisor will also integrate findings from the qualitative record review process into the supervisee's annual performance review.
- F. All staff members will participate in group supervision meetings as required by programs and services being provided (e.g., Evidence-Based Practice models, etc.).
- G. Record keeping: A written log of the date, duration, and content (accuracy of assessment and referral skills, appropriateness of the treatment or service intervention selected relative to the specific needs of each person served, treatment/service effectiveness as reflected by the person served meeting his or her individual goals, the provision of feedback that enhances the skills of direct service personnel, issues of ethics, legal aspects of clinical practice, and professional standards, including boundaries; clinical documentation issues identified through ongoing compliance review, cultural competency issues, appropriateness of diagnosis, productivity standards and records pertinence) of all supervision meetings will be maintained by the clinical supervisor.
- H. It will be the responsibility of the administrative supervisor to develop a contingency plan to ensure services continue to be provided as detailed in a consumer's treatment plan in the event of unplanned staff absences.

## **VI. ATTACHMENT:**

Individual Supervision Meeting Log

## **VII. REFERENCE:**

The Michigan Department of Health and Human Services Standards for Community Mental Health Services, DMH Administrative Rules, CMHOC Ethics Policy, and Recipient Rights Policies.  
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