

CCS Policy/Procedures  
Supervision and Clinical Collaboration  
DHS 36.11

Policy Statement: CCS staff will participate in ongoing review and supervision to ensure that CCS participants receive quality mental health and/or SUD services and treatment. Attention will be given to gaining cultural competence, and to solving issues of difficult or unduly prolonged service/treatment situations. Supervision may include clinical collaboration for staff qualified under s. DHS 36.10 (2) (g) 1. to 8.

Discussion and Procedures:

1. Supervision and clinical collaboration will occur by one or more of the following:
  - a. Individual sessions with case review: Staff member and supervisor will engage in case reviews to assess performance and give feedback.
  - b. Side-by-side session: Supervisor assesses, teaches, and gives feedback regarding staff member's performance during assessments, service planning meetings, and psychosocial rehabilitation services.
  - c. Group meetings regarding specific clinical situations or strategies: Review and assess staff performance and provide staff members advice or direction regarding specific situations or strategies.
  - d. Peer reviews and other professionally recognized supervision methods: designed to provide sufficient guidance to assure the delivery of effective services to consumers by the staff member
2. Staff qualified under DHS 36.10 (2) (g) 9. to 22. will receive day-to-day supervision and consultation resulting in at least one hour of supervision per week or one hour for every 30 clock hours of direct service or service facilitation they provide. Staff qualified under DHS 36.10 (2) (g) 1. to 8. will provide such supervision.
3. Staff qualified under DHS 36.10 (2) (g) 1. to 8 will participate in at least one hour of supervision or clinical collaboration per month or for every 120 clock hours of direct service or service facilitation they provide.
4. Clinical supervision will be provided and available during all CCS hours of operation.
5. Supervision and collaboration logs will be dated and documented and have the signature of the person providing the supervision in one of the following ways:
  - a. Master log
  - b. Supervisory records
  - c. Staff record of each staff person who attends the group session
  - d. Client records

The usual method of documentation will be the master supervision log.

6. The Service Director may direct a staff person to receive additional supervision to ensure that clients receive appropriate quality services delivered in a culturally competent way and adhering to CCS principles and methods of the recovery orientation.
7. The CCS Service Director, or staff qualified under DHS 36.10 (2) (g) 1. to 8, who provide supervision/collaboration will deliver no more than 60 hours per week of face-to-face psychological rehabilitation services or supervision in any combination of settings.

Approved by CCS Coordination Committee on 5/20/2020.

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