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California Association of Marriage and Family Therapists

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morning handout 1 of 2

CAMFT's 2018 fall symposium

FRIDAY, NOVEMBER 9, 2018
9:00 a.m. - 5:00 p.m. (6 CE hours)

“Legal & Ethical Issues in Supervision: Current Standards and Prospective Changes”

Presented by CAMFT Staff Attorneys
Michael Griffin, J.D., LCSW and
Anastasia Johnson, J.D.

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Legal & Ethical Issues In Supervision: Current Standards and Prospective Changes



Presented by:

Michael Griffin, JD, LCSW
Anastasia Johnson, JD

November 9, 2018 9AM-5PM

Morning Session



- The morning session will focus on a review of the statutory changes resulting from passage of AB 93. Additional relevant topics and examples of common scenarios will also be discussed.
- Requirements for Supervisors
 - Supervision of Marriage and Family Therapy Trainees and Associates
 - Supervision of Professional Clinical Counselor Trainees and Associate
 - Supervision of Associate Clinical Social Worker
- Anticipated Regulatory Changes Concerning Supervision
- Standard of Care
- Scope of Practice
- Scope of Competency
- Supervisor Record Keeping
- Managing Challenging Scenarios (participatory)

Afternoon Session



- The Licensing Process
 - MFT/LPCC/LCSW
- The Board of Behavioral Sciences (BBS)
- Common Issues and Pitfalls
- The Law and You
- Advertising
- Employment Issues
- Ethics: Supervisor, Student, Supervisee Responsibilities
- Supervisory Case Examples

Morning Session MFT Supervisor Qualifications



- **4980.03. Business & Professions Code**
- "Supervisor," as used in this chapter, means an individual who meets all of the following requirements:
 - Has held an active license for at least two years within the five-year period immediately preceding any supervision as either:
 - A licensed professional clinical counselor, licensed marriage and family therapist, psychologist licensed pursuant to Chapter 6.6 (commencing with Section 2900), licensed clinical social worker, **or equivalent out-of-state license.** (**Note: supervisor must have two years licensed in California or any other state).**



MFT Supervisor Qualifications, cont'd

- A physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology or an out-of-state licensed physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology.
- If the supervisor is a licensed professional clinical counselor, he or she has completed the additional training and education requirements specified in Section 4999.20.
- For at least two years within the five-year period immediately preceding any supervision, has either practiced psychotherapy or provided direct clinical supervision of psychotherapy performed by marriage and family therapist trainees, associate marriage and family therapists, associate professional clinical counselors, or associate clinical social workers. Supervision of psychotherapy performed by a social work intern or a professional clinical counselor trainee shall be accepted if the supervision provided is substantially equivalent to the supervision required for registrants.



MFT Supervisor Qualifications, cont'd

- Has received training in supervision as specified in this chapter and by regulation.
- Has not provided therapeutic services to the supervisee.
- Has and maintains a current and active license that is not under suspension or probation
- Has and maintains a current and active license that is not under suspension or probation as one of the following:
- A marriage and family therapist, professional clinical counselor, or clinical social worker, issued by the board.



MFT Supervisor Qualifications, cont'd

- A licensed psychologist.
- A physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology.
- Is not a spouse, domestic partner, or relative of the supervisee.
- Does not currently have or previously had a personal, professional, or business relationship with the supervisee that undermines the authority or effectiveness of the supervision.



MFT Supervisor Duties

- **4980.43.1. Business & Professions Code**
- All trainees, associates, and applicants for licensure shall be under the supervision of a supervisor at all times.
- **The term “supervision” means responsibility for, and control of, the quality of mental health and related services provided by the supervisee.** Consultation or peer discussion shall not be considered supervision and shall not qualify as supervised experience. Supervision includes, but is not limited to, all of the following:
 - **Ensuring the extent, kind, and quality of counseling performed is consistent with the education, training, and experience of the supervisee.**
 - **Monitoring and evaluating the supervisee’s assessment, diagnosis, and treatment decisions and providing regular feedback.**



MFT Supervisor Duties, cont'd

- Monitoring and evaluating the supervisee's ability to provide services at the site or sites where he or she is practicing and to the particular clientele being served.
- Monitoring and addressing clinical dynamics, including, but not limited to, countertransference-, intrapsychic-, interpersonal-, or trauma-related issues that may affect the supervisory or practitioner-patient relationship.
- Ensuring the supervisee's compliance with laws and regulations governing the practice of marriage and family therapy.
- Reviewing the supervisee's progress notes, process notes, and other patient treatment records, as deemed appropriate by the supervisor.
- With the client's written consent, providing direct observation or review of audio or video recordings of the supervisee's counseling or therapy, as deemed appropriate by the supervisor.



MFT Supervision Requirements

- **4980.43.2. Business & Professions Code**
- Except for experience gained by attending workshops, seminars, training sessions, or conferences, as described in paragraph (9) of subdivision (a) of Section 4980.43, direct supervisor contact shall occur as follows:
 - Supervision shall include at least one hour of direct supervisor contact in each week for which experience is credited in each work setting.
 - A trainee shall receive an average of at least one hour of direct supervisor contact for every five hours of direct clinical counseling performed each week in each setting. For experience gained on or after January 1, 2009, no more than six hours of supervision, whether individual, triadic, or group, shall be credited during any single week.



MFT Supervision Requirements, cont'd

- Of the 104 weeks of required supervision, **52 weeks shall be individual supervision, triadic supervision, or a combination of both.**
- “one hour of direct supervisor contact” means any of the following:
 - (1) Individual supervision, which means one hour of face-to-face contact between one supervisor and one supervisee.
 - (2) Triadic supervision, which means one hour of face-to-face contact between one supervisor and two supervisees.
 - (3) Group supervision, which means two hours of face-to-face contact between one supervisor and no more than eight supervisees. Segments of group supervision may be split into no less than one continuous hour. A supervisor shall ensure that the amount and degree of supervision is appropriate for each supervisee.



MFT Supervision Requirements, cont'd

- Direct supervisor contact shall occur within the same week as the hours claimed.
- An associate working in a governmental entity, school, college, university, or an institution that is nonprofit and charitable may obtain the required weekly direct supervisor contact via two-way, real-time videoconferencing. The supervisor shall be responsible for ensuring compliance with federal and state laws relating to confidentiality of patient health information.
- Once the required number of experience hours are gained, associates and applicants for licensure shall receive a minimum of one hour of direct supervisor contact per week for each practice setting in which direct clinical counseling is performed. Once the required number of experience hours are gained, further supervision for nonclinical practice shall be at the supervisor's discretion.

MFT Supervisors in Private Practice & Non Private Practice Settings



■ 4980.43.4 Business and Professions Code

- A trainee, associate, or applicant for licensure shall only perform mental health and related services at the places where his or her employer regularly conducts business and services.
- An associate who is employed or volunteering in a private practice shall be supervised by an individual who is employed by, and shall practice at the same site as, the associate's employer. Alternatively, the supervisor may be an owner of the private practice. However, if the site is incorporated, the supervisor must be employed full-time at the site and be actively engaged in performing professional services at the site.

MFT Supervisors in Private Practice and Non Private Practice Settings, cont'd



- A supervisor at a private practice or a corporation shall not supervise more than a total of three supervisees at any one time. Supervisees may be registered as an associate marriage and family therapist, an associate professional clinical counselor, or an associate clinical social worker. (Note: no longer max of 15 supervisees in Prof. Corp).
- In a setting that is not a private practice:
 - A written oversight agreement, shall be executed between the supervisor and employer when the supervisor is not employed by the supervisee's employer or is a volunteer. A supervisor shall evaluate the site or sites where a trainee or associate will be gaining experience to determine that the site or sites comply with the requirements set forth in this chapter.
 - Alternative supervision may be arranged during a supervisor's vacation or sick leave if the alternative supervision meets the requirements in this chapter and regulation.



Work Settings for MFT Trainees

■ 4980.42. Business & Professions Code

- Trainees performing services in any work setting specified in Section 4980.43.3 may perform those activities and services as a trainee, provided that the activities and services constitute part of the trainee's supervised course of study and that the person is designated by the title "trainee."
- Trainees may gain hours of experience and counsel clients outside of the required practicum. This subdivision shall apply to hours of experience gained and client counseling provided on and after January 1, 2012.
- Trainees subject to Section 4980.36 may gain hours of experience outside of the required practicum but must be enrolled in a practicum course to counsel clients. Trainees subject to Section 4980.36 may counsel clients while not enrolled in a practicum course if the period of lapsed enrollment is less than 90 calendar days, and if that period is immediately preceded by enrollment in a practicum course and immediately followed by enrollment in a practicum course or completion of the degree program.



Work Settings for MFT Trainees, cont'd

- All hours of experience gained pursuant to subdivisions (b) and (c) shall be subject to the other requirements of this chapter.
- All hours of experience gained as a trainee shall be coordinated between the school and the site where the hours are being accrued. The school shall approve each site and shall have a written agreement with each site that details each party's responsibilities, including the methods by which supervision shall be provided. The agreement shall provide for regular progress reports and evaluations of the student's performance at the site. If an applicant has gained hours of experience while enrolled in an institution other than the one that confers the qualifying degree, it shall be the applicant's responsibility to provide to the board satisfactory evidence that those hours of trainee experience were gained in compliance with this section.



Appropriate Work Settings

■ 4980.43.3. Business & Professions Code

- **A trainee, associate, or applicant for licensure shall only perform mental health and related services as an employee or volunteer, and not as an independent contractor.** The requirements of this chapter regarding hours of experience and supervision shall apply equally to employees and volunteers.
- A trainee, associate, or applicant for licensure shall not perform any services or gain any experience within the scope of practice of the profession, as defined in Section 4980.02, as an independent contractor. While an associate may be either a paid employee or a volunteer, employers are encouraged to provide fair remuneration.



Appropriate Work Settings, cont'd

- If employed, an associate shall provide the board, upon application for licensure, with copies of the W-2 tax forms for each year of experience claimed.
- If volunteering, an associate shall provide the board, upon application for licensure, with a letter from his or her employer verifying the associate's status as a volunteer during the dates the experience was gained.
- A trainee shall not perform services in a private practice. A trainee may be credited with supervised experience completed in a setting that meets all of the following:
 - Is not a private practice.
 - Lawfully and regularly provides mental health counseling or psychotherapy.
 - Provides oversight to ensure that the trainee's work at the setting meets the experience and supervision requirements in this chapter and is within the scope of practice for the profession, as defined in Section 4980.02.



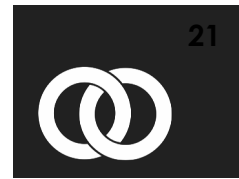
Appropriate Work Settings, cont'd

- Only experience gained in the position for which the trainee volunteers or is employed shall qualify as supervised experience.
- An associate may be credited with supervised experience completed in any setting that meets both of the following:
 - Lawfully and regularly provides mental health counseling or psychotherapy.
 - Provides oversight to ensure that the associate's work at the setting meets the experience and supervision requirements in this chapter and is within the scope of practice for the profession, as defined in Section 4980.02.



Appropriate Work Settings, cont'd

- Only experience gained in the position for which the associate volunteers or is employed shall qualify as supervised experience.
- An applicant for registration as an associate shall not be employed or volunteer in a private practice until he or she has been issued an associate registration by the board.
- Any experience obtained under the supervision of a spouse, relative, or domestic partner shall not be credited toward the required hours of supervised experience. Any experience obtained under the supervision of a supervisor with whom the applicant has had or currently has a personal, professional, or business relationship that undermines the authority or effectiveness of the supervision shall not be credited toward the required hours of supervised experience.



Appropriate Work Settings, cont'd

- A trainee, associate, or applicant for licensure shall not receive any remuneration from patients or clients and shall only be paid by his or her employer, if an employee.
- A trainee, associate, or applicant for licensure shall have no proprietary interest in his or her employer's business and shall not lease or rent space, pay for furnishings, equipment, or supplies, or in any other way pay for the obligations of his or her employer.
- A trainee, associate, or applicant for licensure who provides voluntary services in any lawful work setting other than a private practice and who only receives reimbursement for expenses actually incurred shall be considered an employee. **(note: no longer \$500 limit)** The board may audit an applicant for licensure who receives reimbursement for expenses and the applicant for licensure shall have the burden of demonstrating that the payment received was for reimbursement of expenses actually incurred.



Appropriate Work Settings, cont'd

- A trainee, associate, or applicant for licensure who receives a stipend or educational loan repayment from a program designed to encourage demographically underrepresented groups to enter the profession or to improve recruitment and retention in underserved regions or settings shall be considered an employee. The board may audit an applicant who receives a stipend or educational loan repayment and the applicant shall have the burden of demonstrating that the payment received was for the specified purposes.
- An associate or a trainee may provide services via telehealth that are in the scope of practice outlined in this chapter.
- Each educational institution preparing applicants pursuant to this chapter shall consider requiring, and shall encourage, its students to undergo individual, marital, conjoint, family, or group counseling or psychotherapy, as appropriate. Each supervisor shall consider, advise, and encourage his or her associates and trainees regarding the advisability of undertaking individual, marital, conjoint, family, or group counseling or psychotherapy, as appropriate.
- Insofar as it is deemed appropriate and is desired by the applicant, educational institutions and supervisors are encouraged to assist the applicant to locate counseling or psychotherapy at a reasonable cost.

New 90 Day Rule/Live Scan Requirement, effective 2020

■ 4980.43. Business & Professions Code

- Preregistered postdegree hours of experience shall be credited toward licensure if all of the following apply:
- The registration applicant applies for the associate registration and the board receives the application within 90 days of the granting of the qualifying master's degree or doctoral degree.
- For applicants completing graduate study on or after January 1, 2020, the experience is obtained at a workplace that, prior to the registration applicant gaining supervised experience hours, requires completed Live Scan fingerprinting. The applicant shall provide the board with a copy of that completed State of California "Request for Live Scan Service" form with his or her application for licensure.



Supervised Hours of Experience

■ 4980.43 Business and Professions Code

- Supervised experience...shall be related to the practice of marriage and family therapy and comply with the following:
- A minimum of 3,000 hours completed during a period of at least 104 weeks.
- A maximum of 40 hours in any seven consecutive days.
- A minimum of 1,700 hours obtained after the qualifying master's or doctoral degree was awarded.
- A maximum of 1,300 hours obtained prior to the award date of the qualifying master's or doctoral degree.
- A maximum of 750 hours of counseling and direct supervisor contact prior to the award date of the qualifying master's or doctoral degree.
- Hours of experience shall not be gained prior to completing either 12 semester units or 18 quarter units of graduate instruction.





Supervised Hours of Experience, cont'd

- Hours of experience shall not have been gained more than six years prior to the date the application for licensure was received by the board, except that up to 500 hours of clinical experience gained in the supervised practicum...shall be exempt from this six-year requirement.
- A minimum of 1,750 hours of direct clinical counseling with individuals, groups, couples, or families, that includes not less than 500 total hours of experience in diagnosing and treating couples, families, and children.
- A maximum of 1,250 hours of nonclinical practice, consisting of direct supervisor contact, administering and evaluating psychological tests, writing clinical reports, writing progress or process notes, client centered advocacy, and workshops, seminars, training sessions, or conferences directly related to marriage and family therapy that have been approved by the applicant's supervisor.



Supervised Hours of Experience, cont'd

- It is anticipated and encouraged that hours of experience will include working with elders and dependent adults who have physical or mental limitations that restrict their ability to carry out normal activities or protect their rights.
- This subdivision shall only apply to hours gained on and after January 1, 2010.
- An individual who submits an application for licensure between January 1, 2016, and December 31, 2020, may alternatively qualify under the experience requirements of this section that were in place on January 1, 2015



Auditing Supervisor Records to Verify Completion of Qualifications

■ 4980.43.5. Business & Professions Code

- The board may audit the records of any supervisor to verify the completion of the supervisor qualifications specified by this chapter and by regulation. A supervisor shall maintain records of completion of the required supervisor qualifications for seven years after termination of the supervision and shall make these records available to the board for auditing purposes upon request.



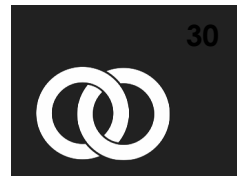
Required BBS Forms

- **Responsibility Statement for Supervisors of a Marriage and Family Therapy Trainee or Associate**
 - Signed by the supervisor and provided to the supervisee.
- **Weekly Summary of Experience Hours, Option 1 or Option 2**
 - Supervisee should bring to supervision for supervisor's review and signature.
- **Verification of Experience Form, Option 1 or Option 2**
 - Supervisor signs at the completion of supervisory relationship.



PCC Supervisor Qualifications

- **4999.12 Business and Professions Code**
- **Active license for at least 2 years in CA or any other state**
 - LPCC, LMFT, Psychologist, LCSW, or equivalent out of state license.
 - A physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology.
- For at least two years within the five-year period immediately preceding any supervision, has either practiced psychotherapy or provided direct clinical supervision of psychotherapy performed by associate clinical social workers, associate marriage and family therapists or trainees, or associate professional clinical counselors.



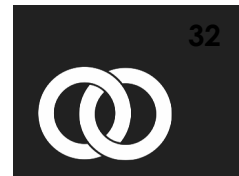
PCC Supervisor Qualifications, cont'd

- Has received training in supervision as specified by this chapter and by regulation.
- Has not provided therapeutic services to the supervisee.
- Has and maintains a current and active license that is not under suspension or probation as one of the following:
 - A marriage and family therapist, professional clinical counselor, or clinical social worker, issued by the board.
 - A psychologist
 - A physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology.



PCC Supervisor Qualifications, cont'd

- Is not a spouse, domestic partner, or relative of the supervisee.
- Does not currently have or previously had a personal, professional, or business relationship with the supervisee that undermines the authority or effectiveness of the supervision.



PCC Supervisor Duties

- **4999.46.1 Business and Professions Code**
- Supervision includes, but is not limited to, all of the following
- Ensuring the extent, kind, and quality of counseling performed is consistent with the education, training, and experience of the supervisee.
- Monitoring and evaluating the supervisee's assessment, diagnosis, and treatment decisions and providing regular feedback.
- Monitoring and evaluating the supervisee's ability to provide services at the site or sites where he or she is practicing and to the particular clientele being served.



PCC Supervisor Duties, cont'd

- Monitoring and addressing clinical dynamics, including, but not limited to, countertransference, intrapsychic, interpersonal, or trauma-related issues that may affect the supervisory or practitioner-patient relationship.
- Ensuring the supervisee's compliance with laws and regulations governing the practice of clinical social work.
- Reviewing the supervisee's progress notes, process notes, and other patient treatment records, as deemed appropriate by the supervisor.
- With the client's written consent, providing direct observation or review of audio or video recordings of the supervisee's counseling or therapy, as deemed appropriate by the supervisor.



PCC Supervision Requirements

4999.46.2 Business and Professions Code

Except for experience gained by attending workshops, seminars, training sessions, or conferences...direct supervisor contact shall occur as follows:

- Supervision shall include at least one hour of direct supervisor contact in each week for which experience is credited in each work setting.
- A trainee shall receive an average of at least one hour of direct supervisor contact for every five hours of direct clinical counseling performed each week in each setting. For experience gained after January 1, 2009, no more than six hours of supervision, whether individual, triadic, or group, shall be credited during any single week.
- An associate gaining experience who performs more than 10 hours of direct clinical counseling in a week in any setting shall receive at least one additional hour of direct supervisor contact for that setting. For experience gained after January 1, 2009, no more than six hours of supervision, whether individual supervision, triadic supervision, or group supervision, shall be credited during any single week.



PCC Supervision Requirements cont'd

- Of the 104 weeks of required supervision, 52 weeks shall be individual supervision, triadic supervision, or a combination of both.
- For purposes of this chapter, "one hour of direct supervisor contact" means any of the following:
 - Individual supervision, which means one hour of face-to-face contact between one supervisor and one supervisee.
 - Triadic supervision, which means one hour of face-to-face contact between one supervisor and two supervisees.



PCC Supervision Requirements, cont'd

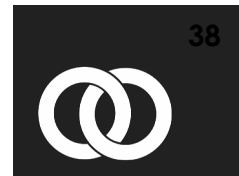
- Group supervision, which means two hours of face-to-face contact between one supervisor and no more than eight supervisees. Segments of group supervision may be split into no less than one continuous hour. The supervisor shall ensure that the amount and degree of supervision is appropriate for each supervisee.
- Direct supervisor contact shall occur within the same week as the hours claimed.
- An associate working in a governmental entity, school, college, university, or institution that is both nonprofit and charitable may obtain the required weekly direct supervisor contact via two-way, real-time videoconferencing. The supervisor shall be responsible for ensuring compliance with federal and state laws relating to confidentiality of patient health information.



PCC Supervision Requirements, cont'd

- Notwithstanding any other law, once the required number of experience hours are gained, associates and applicants for licensure shall receive a minimum of one hour of direct supervisor contact per week for each practice setting in which direct clinical counseling is performed. Once the required number of experience hours are gained, further supervision for nonclinical practice, as defined in paragraph (5) of subdivision (c) of Section 4999.46, shall be at the supervisor's discretion.

Supervisors in Private Practice & Non Private Practice Settings



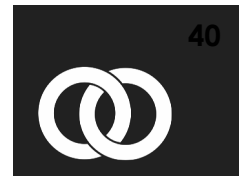
- **4999.46.4 Business and Professions Code**
- A clinical counselor trainee, associate, or applicant for licensure shall only perform mental health and related services at the places where his or her employer regularly conducts business and services.
- An associate who is employed or volunteering in a private practice shall be supervised by an individual who is employed by, and shall practice at the same site as, the associate's employer. Alternatively, the supervisor may be an owner of the private practice. However, if the site is incorporated, the supervisor must be employed full-time at the site and be actively engaged in performing professional services at the site.
- A supervisor at a private practice or a corporation shall not supervise more than a total of three supervisees at any one time. A supervisee may be registered as an associate marriage and family therapist, an associate professional clinical counselor, or an associate clinical social worker.
- In a setting that is not a private practice:
 - A written oversight agreement, as specified in regulation, shall be executed between the supervisor and employer when the supervisor is not employed by the supervisee's employer or is a volunteer.
 - A supervisor shall evaluate the site or sites where an associate will be gaining experience to determine that the site or sites provide experience that is in compliance with the requirements set forth in this chapter.
 - Alternative supervision may be arranged during a supervisor's vacation or sick leave if the alternative supervision meets the requirements in this chapter and regulation.



Appropriate Work Settings

■ 4996.46.3 Business and Professions Code

- A clinical counselor trainee, associate, or applicant for licensure shall only perform mental health and related services as an employee or volunteer, and not as an independent contractor. The requirements of this chapter regarding hours of experience and supervision shall apply equally to employees and volunteers. A clinical counselor trainee, associate, or applicant for licensure shall not perform any services or gain any experience within the scope of practice of the profession, as defined in Section 4999.20, as an independent contractor. While an associate may be either a paid employee or a volunteer, employers are encouraged to provide fair remuneration.
- If employed, an associate shall provide the board, upon application for licensure, with copies of the corresponding W-2 tax forms for each year of experience claimed.
- If volunteering, an associate shall provide the board, upon application for licensure, with a letter from his or her employer verifying the associate's status as a volunteer during the dates the experience was gained.



Appropriate Work Settings, cont'd

- A clinical counselor trainee shall not perform services in a private practice.
- A trainee shall complete the required predegree supervised practicum or field study experience in a setting that meets all of the following requirements:
 - Lawfully and regularly provides mental health counseling or psychotherapy.
 - Provides oversight to ensure that the clinical counselor trainee's work at the setting meets the experience and supervision requirements in this chapter and is within the scope of practice of the profession, as defined in Section 4999.20.
 - Only experience gained in the position for which the clinical counselor trainee volunteers or is employed shall qualify as supervised practicum or field study experience.

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Appropriate Work Settings, cont'd

- (An associate may be credited with supervised experience completed in any setting that meets both of the following:
- (Lawfully and regularly provides mental health counseling or psychotherapy.
- (Provides oversight to ensure that the associate's work at the setting meets the experience and supervision requirements in this chapter and is within the scope of practice for the profession, as defined in Section 4999.20.
- Only experience gained in the position for which the associate volunteers or is employed shall qualify as supervised experience.
- (An applicant for registration as an associate shall not be employed or volunteer in a private practice until he or she has been issued an associate registration by the board.
- (e) Any experience obtained under the supervision of a spouse, relative, or domestic partner shall not be credited toward the required hours of supervised experience. Any experience obtained under the supervision of a supervisor with whom the applicant has had or currently has a personal, professional, or business relationship that undermines the authority or effectiveness of the supervision shall not be credited toward the required hours of supervised experience.

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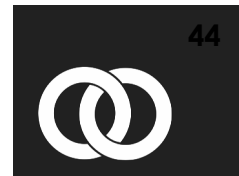
Appropriate Work Settings, cont'd

- A clinical counselor trainee, associate, or applicant for licensure shall not receive any remuneration from patients or clients and shall only be paid by his or her employer, if an employee.
- A clinical counselor trainee, associate, or applicant for licensure shall have no proprietary interest in his or her employer's business and shall not lease or rent space, pay for furnishings, equipment, or supplies, or in any other way pay for the obligations of his or her employer.
- A clinical counselor trainee, associate, or applicant for licensure who provides voluntary services in any lawful work setting other than a private practice and who only receives reimbursement for expenses actually incurred shall be considered an employee. The board may audit an applicant for licensure who receives reimbursement for expenses and the applicant for licensure shall have the burden of demonstrating that the payments received were for reimbursement of expenses actually incurred.



Appropriate Work Settings, cont'd

- A clinical counselor trainee, associate, or applicant for licensure who receives a stipend or educational loan repayment from a program designed to encourage demographically underrepresented groups to enter the profession or to improve recruitment and retention in underserved regions or settings shall be considered an employee. The board may audit an applicant who receives a stipend or educational loan repayment and the applicant shall have the burden of demonstrating that the payments were for the specified purposes.
- Each educational institution preparing applicants pursuant to this chapter shall consider requiring, and shall encourage, its students to undergo individual, marital, conjoint, family, or group counseling or psychotherapy, as appropriate. Each supervisor shall consider, advise, and encourage his or her associates and trainees regarding the advisability of undertaking individual, marital, conjoint, family, or group counseling or psychotherapy, as appropriate. Insofar as it is deemed appropriate and is desired by the applicant, educational institutions and supervisors are encouraged to assist the applicant to locate that counseling or psychotherapy at a reasonable cost.



New 90 Day Rule/Live Scan Requirement, effective 2020

■ **4999.46. Business and Professions Code**

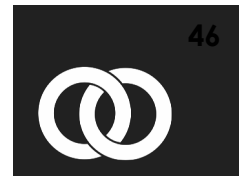
- Except as provided in subdivision (b), all applicants shall have an active associate registration with the board in order to gain postdegree hours of supervised experience.
- Preregistered postdegree hours of experience shall be credited toward licensure if all of the following apply:
- The registration applicant applies for the associate registration and the board receives the application within 90 days of the granting of the qualifying master's degree or doctoral degree.
- (For applicants completing graduate study on or after January 1, 2020, the experience is obtained at a workplace that, prior to the registration applicant gaining supervised experience hours, requires completed Live Scan fingerprinting. The applicant shall provide the board with a copy of that completed State of California "Request for Live Scan Service" form with his or her application for licensure.



Auditing Supervisor Records to Verify Completion of Qualifications (PCC)

- **4999.46.5 Business and Professions Code**

- The board may audit the records of any supervisor to verify the completion of the supervisor qualifications
- A supervisor shall maintain records of completion of the required supervisor qualifications for seven years after termination of supervision and shall make these records available to the board for auditing purposes upon request.



Required BBS Forms

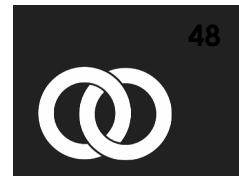
- **Responsibility Statement for Supervisors of a PCC Intern** (Associate)
- **Weekly Summary of Experience Hours** ("Weekly Log")- Do not submit *Weekly Logs* to the Board except upon request.
- **Experience Verification**
- **Supervisory Plan**
- All supervision-related forms (Supervisor Responsibility Statement, Supervisory Plan and Experience Verification forms) must be submitted with the Application for Licensure and Examination.



Experience with Couples, Families and Children

■ **4999.12 Business and Professions Code**

- If the individual is a licensed professional clinical counselor seeking to supervise an associate marriage and family therapist, a marriage and family therapist trainee, or an associate professional clinical counselor or licensee seeking experience to treat couples and families pursuant to subparagraph (B) of paragraph (3) of subdivision (a) of Section 4999.20, he or she shall meet the additional training and education requirements in subparagraphs (A) to (C), inclusive, of paragraph (3) of subdivision (a) of Section 4999.20. (Re: Scope or practice of PCC)
- Supervisors of *this experience* must provide a copy of the "confirmation of qualifications" letter from the Board to the supervisee.



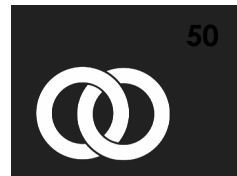
Experience with Couples, Families and Children

- The acceptable license types for a supervisor and special requirements are listed below:
 - **LMFTs**
 - **LPCCs** who have already met the qualifications to assess and treat couples and families and have obtained written confirmation from the Board of meeting the qualifications to treat couples and families.
 - **LCSWs, Licensed Clinical Psychologists, or Licensed Physicians** certified in psychiatry by the American Board of Psychiatry and Neurology, who have sufficient education and experience in treating couples and families to competently practice couples and family therapy in California.



Once Licensed

- LPCCs must obtain written confirmation from the Board stating that he or she meets the requirements to assess and treat couples and families prior to assessing or treating a couple or family client.
- The Request for Confirmation of Qualifications to Assess and Treat Couples and Families packet is available on the Board's website.



Clinical Social Worker (NEW)

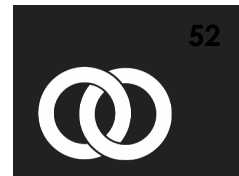
- California law requires **3,000 hours of supervised post-degree professional experience**, including 104 supervised weeks, in order to qualify for LCSW licensure (reduced from 3200)
- Hours of work experience and supervision can only begin counting once your ASW registration number has been issued. The law does not allow the Board to grant exceptions.



Social Work Supervisor Qualifications

■ 4996.20 Business and Professions Code

- "Supervisor," means an individual who meets all of the following requirements:
- Has held an active license for at least two years within the five-year period immediately preceding any supervision as either:
 - **A licensed professional clinical counselor, licensed marriage and family therapist, psychologist licensed, licensed clinical social worker, or equivalent out-of-state license.**
 - A physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology or an out-of-state licensed physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology.



Social Work Supervisor Qualifications, cont.

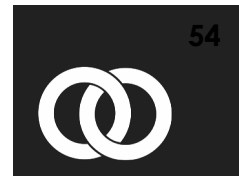
- For at least two years within the five-year period immediately preceding any supervision, has either practiced psychotherapy or provided direct clinical supervision of psychotherapy performed by associate clinical social workers, associate marriage and family therapists or trainees, or associate professional clinical counselors.
- Supervision of psychotherapy performed by a social work intern or a professional clinical counselor trainee shall be accepted if the supervision provided is substantially equivalent to the supervision required for registrants.

Social Work Supervisor Qualifications, cont'd.



- Has received training in supervision.
- Has not provided therapeutic services to the supervisee.
- Has and maintains a current and active license that is not under suspension or probation as one of the following:
 - A marriage and family therapist, professional clinical counselor, or clinical social worker, issued by the board.
 - A psychologist licensed pursuant to Chapter 6.6 (commencing with Section 2900).
 - A physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology.

Social Work Supervisor Qualifications, cont.



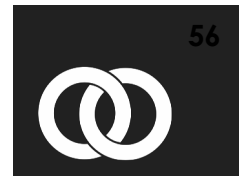
- Is not a spouse, domestic partner, or relative of the supervisee.
- Does not currently have or previously had a personal, professional, or business relationship with the supervisee that undermines the authority or effectiveness of the supervision.
- As used in this chapter, the term **“supervision” means responsibility for, and control of, the quality of mental health and related services provided by the supervisee. Consultation or peer discussion shall not be considered supervision and shall not qualify as supervised experience.**



LCSW hours (NEW)

- 3,000 Hours of Supervised Experience Breakdown of Requirements

Category	Min/Max
Clinical psychosocial diagnosis, assessment, and treatment, including psychotherapy or counseling	Minimum 2,000 hours
Face-to-face individual or group psychotherapy	Minimum 750 hours (of the above 2,000)
Client-centered advocacy, consultation, evaluation, research, workshops, seminars, training sessions or conferences, and direct supervisor contact	Maximum 1,000 hours
Supervision by an LCSW. Minimum 13 weeks (of the 52)*	Minimum 1,700 hours
Supervision by another type of qualified licensed mental health professional	Maximum 1,500 hours



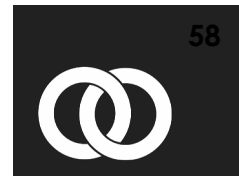
Social Work Supervisor Duties

- **4996.20 Business and Professions Code**
- As used in this chapter, the term “**supervision**” means responsibility for, and control of, the quality of mental health and related services provided by the supervisee. Consultation or peer discussion shall not be considered supervision and shall not qualify as supervised experience.
- “Supervision” includes, but is not limited to, all of the following:
 - Ensuring the extent, kind, and quality of counseling performed is consistent with the education, training, and experience of the supervisee.
 - Monitoring and evaluating the supervisee’s assessment, diagnosis, and treatment decisions and providing regular feedback.
 - Monitoring and evaluating the supervisee’s ability to provide services at the site or sites where he or she is practicing and to the particular clientele being served



Social Work Supervisor Duties, cont'd

- Monitoring and addressing clinical dynamics, including, but not limited to, countertransference-, intrapsychic-, interpersonal-, or trauma-related issues that may affect the supervisory or the practitioner-patient relationship.
- Ensuring the supervisee's compliance with laws and regulations governing the practice of clinical social work.
- Reviewing the supervisee's progress notes, process notes, and other patient treatment records, as deemed appropriate by the supervisor.
- With the client's written consent, providing direct observation or review of audio or video recordings of the supervisee's counseling or therapy, as deemed appropriate by the supervisor.



Social Work Supervision Requirements

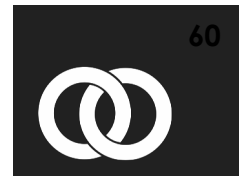
- **4996.23 Business and Professions Code**
- To qualify for licensure, each applicant shall complete 3,000 hours of post-master's degree supervised experience related to the practice of clinical social work. Experience shall not be gained until the applicant is registered as an associate clinical social worker. The experience shall be as follows:
 - At least 1,700 hours shall be gained under the supervision of a licensed clinical social worker. The remaining required supervised experience may be gained under the supervision of a physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology, licensed professional clinical counselor, licensed marriage and family therapist, psychologist licensed pursuant to Chapter 6.6 (commencing with Section 2900), or licensed clinical social worker.
 - A minimum of 2,000 hours in clinical psychosocial diagnosis, assessment, and treatment, including psychotherapy or counseling; however, at least 750 hours shall be face-to-face individual or group psychotherapy provided in the context of clinical social work services.

Social Work Supervision Requirements, cont'd



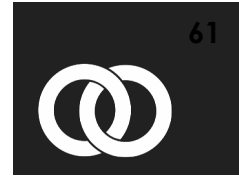
- A maximum of 1,000 hours in client centered advocacy, consultation, evaluation, research, direct supervisor contact, and workshops, seminars, training sessions, or conferences directly related to clinical social work that have been approved by the applicant's supervisor.
- A minimum of two years of supervised experience is required to be obtained over a period of not less than 104 weeks and shall have been gained within the six years immediately preceding the date on which the application for licensure was received by the board.
- No more than 40 hours of experience may be credited in any seven consecutive days.
- For hours gained on or after January 1, 2010, no more than six hours of supervision, whether individual, triadic, or group supervision, shall be credited during any single week.

Social Work Supervision Requirements, cont.



- **4996.23.1 Business and Professions Code**
- Supervision shall include at least one hour of direct supervisor contact each week for which experience is credited in each work setting.
- An associate gaining experience who performs more than 10 hours of direct clinical counseling in a week in any setting shall receive at least one additional hour of direct supervisor contact for that setting.
- **"one hour of direct supervisor contact" means any of the following:**
 - **Individual supervision**, which means one hour of face-to-face contact between one supervisor and one supervisee.
 - **Triadic supervision**, which means one hour of face-to-face contact between one supervisor and two supervisees.
 - **Group supervision**, which means two hours of face-to-face contact between one supervisor and no more than eight supervisees. Segments of group supervision may be split into no less than one continuous hour. A supervisor shall ensure that the amount and degree of supervision is appropriate for each supervisee.

Social Work Supervision Requirements, cont.



- Direct supervisor contact shall occur within the same week as the hours claimed.
- Of the 104 weeks of required supervision, 52 weeks shall be individual supervision, triadic supervision, or a combination of both.
- Of the 52 weeks of required individual or triadic supervision, no less than 13 weeks shall be supervised by a licensed clinical social worker.
- an associate clinical social worker working in a governmental entity, school, college, university, or an institution that is nonprofit and charitable may obtain the required weekly direct supervisor contact via two-way, real-time videoconferencing. The supervisor shall be responsible for ensuring compliance with state and federal laws relating to confidentiality of patient health information.
- once the required number of experience hours are gained, an associate clinical social worker or applicant for licensure shall receive a minimum of one hour of direct supervisor contact per week for each practice setting in which direct clinical counseling is performed. Once the required number of experience hours are gained, further supervision for nonclinical practice shall be at the supervisor's discretion.

Auditing Supervisor Records



- **4999.46.5 Business and Professions Code**
- The board may audit the records of any supervisor to verify the completion of the supervisor qualifications specified by this chapter and by regulation. A supervisor shall maintain records of completion of the required supervisor qualifications for seven years after termination of supervision and shall make these records available to the board for auditing purposes upon request.



Appropriate Work Settings

■ 4996.23.2 Business and Professions Code

- An associate clinical social worker or applicant for licensure shall only perform mental health and related services as an employee or as a volunteer, not as an independent contractor. The requirements of this chapter regarding hours of experience and supervision shall apply equally to employees and volunteers. An associate or applicant for licensure shall not perform any services or gain any experience within the scope of practice of the profession, as defined in Section 4996.9, as an independent contractor. While an associate may be either a paid employee or a volunteer, employers are encouraged to provide fair remuneration.
- If employed, an associate shall provide the board, upon application for licensure, with copies of the corresponding W-2 tax forms for each year of experience claimed.
- If volunteering, an associate shall provide the board, upon application for licensure, with a letter from his or her employer verifying the associate's status as a volunteer during the dates the experience was gained.



Appropriate Work Settings, cont'd

- "Private practice," for purposes of this chapter, is defined as a setting owned by a licensed clinical social worker, a licensed marriage and family therapist, a psychologist licensed pursuant to Chapter 6.6 (commencing with Section 2900), a licensed professional clinical counselor, a licensed physician and surgeon, or a professional corporation of any of those licensed professions.
- Employment in a private practice shall not commence until the applicant has been registered as an associate clinical social worker.
- Experience shall only be gained in a setting that meets both of the following:
 - (Lawfully and regularly provides clinical social work, mental health counseling, or psychotherapy.
 - Provides oversight to ensure that the associate's work at the setting meets the experience and supervision requirements set forth in this chapter and is within the scope of practice for the profession as defined in Section 4996.9.



Appropriate Work Settings, cont'd

- Only experience gained in the position for which the associate clinical social worker volunteers or is employed shall qualify as supervised experience.
- Any experience obtained under the supervision of a spouse or relative by blood or marriage shall not be credited toward the required hours of supervised experience. Any experience obtained under the supervision of a supervisor with whom the applicant has had or currently has a personal, professional, or business relationship that undermines the authority or effectiveness of the supervision shall not be credited toward the required hours of supervised experience.
- An associate clinical social worker or applicant for licensure who provides voluntary services in any lawful work setting other than a private practice and who only receives reimbursement for expenses actually incurred shall be considered an employee. The board may audit an applicant for licensure who receives reimbursement for expenses and the applicant shall have the burden of demonstrating that the payments received were for reimbursement of expenses actually incurred.



Appropriate Work Settings, cont'd

- An associate clinical social worker or applicant for licensure who receives a stipend or educational loan repayment from a program designed to encourage demographically underrepresented groups to enter the profession or to improve recruitment and retention in underserved regions or settings shall be considered an employee. The board may audit an applicant who receives a stipend or educational loan repayment and the applicant shall have the burden of demonstrating that the payments received were for the specified purposes.
- An associate or applicant for licensure shall not receive any remuneration from patients or clients and shall only be paid by his or her employer, if an employee.
- An associate or applicant for licensure shall have no proprietary interest in his or her employer's business and shall not lease or rent space, pay for furnishings, equipment, or supplies, or in any other way pay for the obligations of his or her employer.

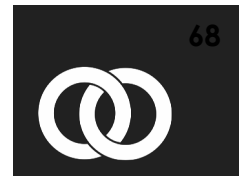
Social Work Supervisors in Private Practice and Non Private Practice Settings



■ 4996.23.3. Business and Professions Code

- An associate clinical social worker or an applicant for licensure shall only perform mental health and related services at the places where his or her employer regularly conducts business and services.
- An associate who is employed or volunteering in a private practice shall be supervised by an individual who is employed by, and shall practice at the same site as, the associate's employer. Alternatively, the supervisor may be an owner of the private practice. However, if the site is incorporated, the supervisor must be employed full-time at the site and be actively engaged in performing professional services at the site.
- (A supervisor at a private practice or a corporation shall not supervise more than a total of three supervisees at any one time. A supervisee may be registered as an associate marriage and family therapist, an associate professional clinical counselor, or an associate clinical social worker.

Social Work Supervisors in Private Practice and Non-Private Practice Settings, cont'd



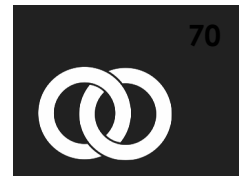
- In a setting that is not a private practice:
- A written oversight agreement, as specified by regulation, shall be executed between the supervisor and employer when the supervisor is not employed by the supervisee's employer or is a volunteer.
- A supervisor shall evaluate the site or sites where an associate clinical social worker will be gaining experience to determine that the site or sites are in compliance with the requirements set forth in this chapter and regulations.
- Alternative supervision may be arranged during a supervisor's vacation or sick leave if the alternative supervision meets the requirements in this chapter and by regulation.

New 90 Day rule, Live Scan Requirement, Effective 2020



- ASW applicants may also now utilize "90 day rule"
- **4996.23. Business and Professions Code**
 - To qualify for licensure, each applicant shall complete 3,000 hours of post-master's degree supervised experience related to the practice of clinical social work. Except as provided in subdivision (b), experience shall not be gained until the applicant is registered as an associate clinical social worker.
 - Preregistered postdegree hours of experience shall be credited toward licensure if all of the following apply:
 - The registration applicant applies for the associate registration and the board receives the application within 90 days of the granting of the qualifying master's or doctoral degree.
 - For applicants completing graduate study on or after January 1, 2020, the experience is obtained at a workplace that, prior to the registration applicant gaining supervised experience hours, requires completed live scan fingerprinting. The applicant shall provide the board with a copy of that completed "State of California Request for Live Scan Service" form with his or her application for licensure.

Anticipated Regulatory Changes



- The BBS is working on the development of additional regulations that will help implement the statutory changes arising from AB93.
- Some of the regulatory changes that are currently under consideration include the development of regulations to address the following issues:
 - The development of a Supervisory Plan Form (similar to LCSW requirements) that addresses supervision goals and objectives.
 - Supervisor responsibility of availability to supervisees;
 - An initial supervisory training course of 15 hours for all supervisors regardless of which category of pre-licensure they supervise (MFT, PCC, CSW);
 - Continual requirement of six hours of supervision continuing education every renewal period regardless of which category of pre-licensure they supervise;
 - Self-Assessment of qualifications by supervisor for BBS and supervisees;
 - Alternatives to supervisory continuing education courses, including collaborations, consultation groups, etc.; and,
 - Alternatives to continuing education requirements if a CAMFT or AAMFT Certified Supervisor.



Standard of Care

- Every therapist has a duty to provide services that are consistent with the relevant standard of care.
- A therapist must exercise the reasonable degree of skill, knowledge and care that is ordinarily exercised by other members of his or her professional community, when practicing under similar circumstances.
- **Standard of care is relevant to the issue of competency**
- In a malpractice lawsuit against a health care professional, the primary issue is whether or not the professional practiced within the applicable standard(s) of care.
- **Standard of care is fact-driven.** The standard of care is an expression of what would generally be expected of a therapist, with his or her client(s), under the circumstances



Scope of Practice

- Marriage and Family Therapists; Clinical Social Workers; Professional Clinical Counselors
- The scope of practice for each of the mental health professions is defined by statute.
- Every practitioner has a duty to practice within the scope of practice of his/her profession.
- The scope of practice for marriage and family therapists, clinical social workers, professional clinical counselors and psychologists are provided below. There are many similarities in these descriptions, but they are not identical.

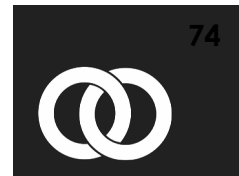


Scope of Practice, Marriage and Family Therapy

- **4980.02 Business and Professions Code**

- **The Practice of Marriage and Family Therapy**

- Shall mean that service performed with individuals, couples, or groups wherein interpersonal relationships are examined for the purpose of achieving more adequate, satisfying, and productive marriage and family adjustments. This practice includes relationship and premarriage counseling. The application of marriage and family therapy principles and methods includes, but is not limited to, the use of applied psychotherapeutic techniques, to enable individuals to mature and grow within marriage and the family, the provision of explanations and interpretations of the psychosexual and psychosocial aspects of relationships, and the use, application, and integration of the coursework and training required...



Scope of Practice, PCC

- **4999.20 Business and Professions Code**

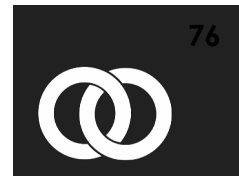
- **The Practice of Professional Clinical Counseling**

- Means the application of counseling interventions and psychotherapeutic techniques to identify and remediate cognitive, mental, and emotional issues, including personal growth, adjustment to disability, crisis intervention, and psychosocial and environmental problems. "Professional clinical counseling" includes conducting assessments for the purpose of establishing counseling goals and objectives to empower individuals to deal adequately with life situations, reduce stress, experience growth, change behavior, and make well-informed, rational decisions.
- **"Professional clinical counseling"** is focused exclusively on the application of counseling interventions and psychotherapeutic techniques for the purposes of improving mental health, and is not intended to capture other, nonclinical forms of counseling for the purposes of licensure. For purposes of this paragraph, "nonclinical" means non-mental health.



Scope of Practice PCC, cont'd

- "Professional clinical counseling" does not include the assessment or treatment of couples or families unless the professional clinical counselor has completed all of the following training and education:
 - One of the following:
 - Six semester units or nine quarter units specifically focused on the theory and application of marriage and family therapy.
 - A named specialization or emphasis area on the qualifying degree in marriage and family therapy; marital and family therapy; marriage, family, and child counseling; or couple and family therapy.
 - No less than 500 hours of documented supervised experience working directly with couples, families, or children.
 - A minimum of six hours of continuing education specific to marriage and family therapy, completed in each license renewal cycle.



Scope of Practice, PCC, cont'd

- **"Counseling interventions and psychotherapeutic techniques"** means the application of cognitive, affective, verbal or nonverbal, systemic or holistic counseling strategies that include principles of development, wellness, and maladjustment that reflect a pluralistic society. These interventions and techniques are specifically implemented in the context of a professional clinical counseling relationship and use a variety of counseling theories and approaches.
- **"Assessment"** means selecting, administering, scoring, and interpreting tests, instruments, and other tools and methods designed to measure an individual's attitudes, abilities, aptitudes, achievements, interests, personal characteristics, disabilities, and mental, emotional, and behavioral concerns and development and the use of methods and techniques for understanding human behavior in relation to coping with, adapting to, or ameliorating changing life situations, as part of the counseling process.
- **"Assessment" shall not include** the use of projective techniques in the assessment of personality, individually administered intelligence tests, neuropsychological testing, or utilization of a battery of three or more tests to determine the presence of psychosis, dementia, amnesia, cognitive impairment, or criminal behavior.

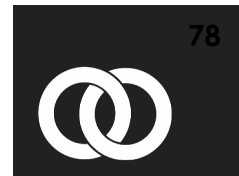


Scope of Practice, Clinical Social Work

- **4996.9 Business and Professions Code**

- **Practice of Clinical Social Work**

- Is defined as a service in which a special knowledge of social resources, human capabilities, and the part that unconscious motivation plays in determining behavior, is directed at helping people to achieve more adequate, satisfying, and productive social adjustments. The application of social work principles and methods includes, but is not restricted to, counseling and using applied psychotherapy of a nonmedical nature with individuals, families, or groups; providing information and referral services; providing or arranging for the provision of social services; explaining or interpreting the psychosocial aspects in the situations



Scope of Practice, Clinical Social Work, cont'd

- ...of individuals, families or groups; helping communities to organize, to provide, or to improve social or health services; or doing research related to social work. Psychotherapy, within the meaning of this chapter, is the use of psychosocial methods within a professional relationship, to assist the person or persons to achieve a better psychosocial adaptation, to acquire greater human realization of psychosocial potential and adaptation, to modify associate and external conditions which affect individuals, groups, or communities in respect to behavior, emotions, and thinking, in respect to their intrapersonal and interpersonal processes.



Scope of Competency

- Every professional is required to practice within the scope of his or her competency. A practitioner's competency is based upon his or her **education, training and experience**.



Supervisor Recordkeeping

- For the therapist who is supervising a number of supervisees, the supervisor's recordkeeping may assist the supervisor in recall the progress of the supervisee, to know where the prior supervision session left off, and to assist the supervisor in evaluating the treatment that is provided by the supervisee.
- Consistent recordkeeping and documentation of supervision can provide the primary means of defense should the supervisor be implicated in a legal or disciplinary matter regarding the supervisee.



Supervisor Recordkeeping, cont'd

- **Suggested areas of documentation include, but are not limited to, the following items:**
- Copies of all BBS forms, including signed supervisor responsibility statement and weekly summary of experience logs
- Documentation that the associate is registered, where appropriate
- If the supervisee is not covered by the employer's malpractice insurance policy, the supervisor should have a copy of the supervisee's policy.
- A copy of the supervisee's job application, resume or vitae



Supervisor Recordkeeping, cont'd

- Documentation specifying whom to contact in case of an emergency involving the supervisee.
- A copy of any written and signed contract or agreement with the supervisee, if such a contract or written agreement exists.
- A copy of a signed statement by the supervisee agreeing to comply with the child abuse reporting law.
- Documentation regarding office policies, including policies regarding fees for services, handling payments, etc.
- Job description or description of the duties of the supervisee



Supervisor Recordkeeping, cont'd

- Documentation expressly prohibiting the supervisee from engaging in any sexual act or contact with a patient, clarifying that such acts are never within the scope of employment, that they are illegal, unprofessional conduct in violation of the ethical standards of the profession and will not be condoned.
- Copies of any policies and procedures provided to the supervisor regarding the manner in which records of patients are to be maintained by the supervisee. For example, are progress or process notes expected, are original journals and artwork to be returned to the patient/client, etc.
- Documentation that any records maintained by the supervisee, with regard to clients are the records of the employer and not the supervisee



Supervision Recordkeeping, cont'd

- A log of all of the dates and times of supervision, with notations for supervision sessions cancelled or shortened
- Copies of periodic evaluations of the supervisee
- Copies of written correspondence between the supervisee and supervisor
- Notes regarding specific instructions or recommendations made to the supervisee, including the supervisee's response
- Notes regarding discussions of concerns expressed by the supervisee and the supervisor's response(s)
- Notes regarding problems /concerns, including documentation of decisions regarding the supervisee's conduct or regarding issues with patients/clients, or colleagues, etc.



Managing Challenging Scenarios

- Scenario 1
- Scenario 2
- Scenario 3