



KATE WALKER TRAINING
support@katewalkertraining.com
(832) 317-6985

The Supervisor Toolkit 2020

Written by

Kate Walker Ph.D., LPC-S, LMFT-S

Judy DeTrude Ph.D., LPC-S, LMFT-S



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Welcome Supervisor!

How many times have you thought,

“I really need to get my paperwork in order.”

After helping hundreds of LPCs and LMFTs become licensed supervisors, Dr. Judy DeTrude and Dr. Kate Walker decided it was time to help. They developed a list of resources called the “Supervisor Toolkit” that is exactly what it sounds like – practical paperwork that can be copied and used TODAY with your supervisees.

In this toolkit updated for 2020 you will find:

- Interview questions for potential supervisees
- Release of information to speak with former supervisors, employers, and site supervisors
- Sample supervision contract
- Supervision weekly hours update (based on 2016 Texas LPC/LMFT board rules)
- Weekly review of clients
- Case notes for supervision
- Remediation plan for supervisees

For supervisor continuing education, private practice support, and more great tools we invite you to go to www.katewalkertraining.com



THE INTERVIEW PROCESS FOR POTENTIAL SUPERVISEES

During the initial contact with the intern (usually by phone), the supervisor will set up an in-person interview and ask the intern to bring a resume, a graduate transcript, and a list of references.

The Resume

All interns from a graduate program should be able to put together a resume. A quick scan for spelling and punctuation will give the supervisor an idea if the intern is conscientious about written work and has taken the time to use spell and grammar check.

The resume can also serve as a base for questions about prior employment, etc. Questions from the resume:

1. What volunteer or paid positions have they had in the counseling field?
2. What did they like or dislike about the work?
3. What volunteer or paid positions have they had in the non-counseling field?
4. What did they like or dislike about that work?
5. Did they have any conflicts with employers/supervisors in any of the above positions?
6. How were those conflicts resolved or were they not resolved?

The Graduate Transcript

The state licensure boards will review transcripts in order to make sure that the intern has the correct courses both in content and quantity. This is usually not the responsibility of the interviewing supervisor.

The supervisor will want to scan the transcript for any grades of "C" or below. Some graduate programs will allow a couple of C grades, and then a remediation plan is usually put in place. Most graduate programs will not accept anything lower than a "C."

The courses to pay particular attention to are those listed as practicum or intern, as these are the classes that represent the assimilation of everything learned in the graduate program. Anything lower than a grade of "B" would be a red flag for the interviewer. If the intern cannot achieve at least a "B", the supervisor should realize that there are major content or interpersonal gaps. Many universities will not allow grades of "C" in these classes, and a student would have to retake the practicum/intern classes.



Questions from the transcript:

1. What classes they liked / disliked and why?
2. How were the practicum classes organized?
3. How did they learn the basic skills?
4. Were there any difficulties with acquiring the basic skills?
5. What types of clinical issues did they work on during the practicum classes?
6. Which ones did they have success with? Have problems with?
7. What types of clients did they have (demographic, age, culture, etc.)?
8. What theory or theories did they try when working with clients?
9. What is their preferred theory?
10. What types of ethical issues did they encounter?
11. How were the ethical issues resolved or were they not resolved?
12. What kinds of value clashes did they encounter?
13. How were the values clashes resolved or were they not resolved?
14. What was their supervision like?
15. How many supervisors did they have?
16. Were the supervisors' styles similar or different?
17. Which supervision style did they prefer?
18. How was feedback given to them?
19. Did they receive feedback from peers as well as from supervisors?

The References

The supervisor may choose to call any references provided by the intern. If the intern has been a good graduate student and intern at a field site, most respondents will state this. If the intern has been less than favorable, the respondent may not share much information. This type of response may be difficult to understand, as some respondents are very cautious about what is said in a reference call or they may have serious reservations about the intern.

One question that can be effective is: "If someone asked you for a referral to a counselor, would you mention this person?"

Information the Supervisor Should Share During the Interview

1. Your counseling theory
2. Your experience / specialties as a counselor
3. Your experience as a supervisor
4. Your expectations of a supervisee and the supervision process
5. How you will conduct supervision
6. Your fees for supervision



THE SUPERVISION CONTRACT

This Supervision Contract is to be effective the ____ day of _____ 20____
between _____, the Supervisor, and
_____, the Supervisee.

GOALS OF SUPERVISION

- monitor client welfare
- complete licensure requirements
- provide growth opportunities for the supervisee to become a competent and independent practitioner after licensure

THE SUPERVISOR:

- will provide the Supervisee with supervision (either individual, triadic, or group)
 - weekly supervision: (1) one hour per week of face-to-face (LMFT Associates)
 - Four hours of monthly supervision (LPC Interns)
- will monitor the supervision hours to make sure that at least half of the supervision hours are individual/triadic
- will make sure that any group supervision will not have more than six supervisees
- will provide ongoing feedback to the supervisee and written evaluations several times a year
- will intervene when client welfare is a concern
- will review ethical codes and licensure laws
- will ensure that the supervisee is operating within the established ethical codes and licensure laws
- will encourage professional growth
- will maintain case notes of the supervision sessions on a weekly basis
- will maintain contact with the site where the supervisee is gaining the licensure hours; contact can be by visits to the site and/or phone calls; a separate release form is attached to this contract
- will assign research and reading on clinical issues
- **will not sign off on any hours if the supervisee did not attend supervision**

THE SUPERVISEE



- will purchase malpractice insurance at his/her own expense, and have evidence of that insurance prior to seeing clients
- is expected to come to supervision prepared to discuss all cases and be prepared to focus on ethical/legal/reporting issues
- is expected to learn to conceptualize cases and discuss treatment strategies
- is expected to keep a log of all activities, including direct and indirect hours
- is expected to uphold ethical guidelines and licensure laws
- is expected to complete assignments from supervision sessions

COMPENSATION FOR SUPERVISION

The Supervisor will provide the Supervisee with a written bill during the first week of every month for the prior month's supervision sessions. Payment is expected at that time.

Session fees:

\$ ____ for individual sessions (may include two supervisees)

\$ ____ for group sessions

CONFIDENTIALITY

All supervision sessions are under the same rules of confidentiality as the clinical sessions. Any breach of confidentiality may result in the termination of the supervision contract.

**If a text is sent to the Supervisor, the Supervisee is not to use any names or identifying information. If email is used to contact the Supervisor, use initials to identify the client.

EMERGENCIES

The Supervisee may contact the Supervisor at the following numbers in case of an emergency: Do not use text or email to contact supervisor in case of emergency

Home: _____

Cell: _____

TERMINATION



This contract may be terminated at any time by either party without cause. If the Supervisor has any concerns about the competence of the counselor, the Supervisor may refuse to sign off on any hours or may assign remediation strategies prior to signing for any hours.

Otherwise, this contract will terminate when the Supervisee completes the required hours and meets all expectations for licensure.

Supervisor's signature

Supervisee's signature

Date

Date

Don't forget to address;

- No shows - will you still charge them? When will you re-schedule?
- What is your scheduling system?
- Invoicing - beginning of the month? End of the month?
- What will happen if you travel (remember LPC supervision is four hours per month not weekly, so you have some wiggle room).
- Your supervisee can begin unemployed but they can't accrue hours until they start their first job. This is their 'start month' for purposes of counting monthly supervision.
- Will you require technology training now that technology limits are gone?
- How many sites can your intern have? Site limits and paperwork are gone as of 2019.
- Will you be ok with them taking 5 years to finish?



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- If the LPC intern misses three supervisions will you do a marathon fourth supervision so they get their hours? Remember supervision is counted monthly not weekly.
- How can they get their records if you die or your practice closes (who is your records custodian)?
- If your intern/associate starts without a job/site how long will you let them be unemployed?
- What if your intern/associate gets fired? Remember you are still their supervisor if they get fired from their job, even if supervising them is part of your job at the agency (if applicable).
- Are there other special considerations for the site where you will supervise?



RELEASE OF INFORMATION TO SPEAK WITH FORMER LPC/LMFT SUPERVISORS, SITE SUPERVISORS, and EMPLOYERS

I, _____
PROSPECTIVE SUPERVISEE/CURRENT SUPERVISEE NAME

give my consent to _____
PROSPECTIVE /CURRENT LPC/LMFT SUPERVISOR NAME

to request or provide information regarding myself which may be helpful in the supervision process of my licensure hours. I understand the following:

- This consent may apply to written or oral communication.
- My Prospective/Current Supervisor may be discussing my counseling skills and abilities and professionalism with my previous LPC/LMFT supervisor(s), site supervisor(s), employer(s), at the named organization(s) listed below.
- In the case of a Current LPC/LMFT Supervisor, the information gathered may be used as grounds to terminate our supervisory relationship.
- In the case of a Prospective LPC/LMFT Supervisor, the information gathered may be used as grounds to decline to enter a supervisory relationship.

Please list ALL sites where supervised experience was accrued. For additional sites please use another sheet of paper and attach.

ORGANIZATION _____

ADDRESS _____

PHONE NUMBER _____

EMPLOYER _____

SITE SUPERVISOR _____

LPC/LMFT SUPERVISOR _____

LPC/LMFT SUPERVISOR _____



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I understand the terms of this release and attest that I have made a complete list of former sites and supervisors. This consent will expire at the completion of the Supervisee's hours for licensure.

PROSPECTIVE/CURRENT SUPERVISEE SIGNATURE

DATE

PROSPECTIVE/CURRENT LPC/LMFT SUPERVISOR SIGNATURE

DATE



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Supervision Weekly Hours Update								
Date								
Supervisee								
Week m/d/y	Supervision		Direct Hours		Indirect	Site	Intern Initials	Supervisor Initials
	Ind/Triadic	Group	I	F				
Cumulative Hours								
Intern/ Associate Signature and Date								
Supervisor Signature and Date								



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Individual Supervision Weekly Review of Clients			
Date			
Supervisee			
Client First Name and Last Initial	Client's Presenting Issue	Treatment Plan/Goal/Objective	At Risk?
1			
Supervisor's Signature			



Remediation Plan for Supervisee			
Date			
Supervisee			
Issue:			
Initial Remediation Activities		Assigned Completion Date	Completed?
1			
2			
3			
Additional Remediation/Follow Up Plan (if Supervisee does not complete Initial Remediation)			
Supervisee Agreement			
<p>I understand I must complete the Initial and Additional Remediation/Follow Up Plan set forth by my supervisor and my failure to do so will be grounds for termination of the supervisory relationship, possible termination of my contract employment, and notification of the appropriate licensing board of my activities.</p>			
Supervisee Signature and Date			
Supervisor Signature and Date			



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Kate M. Walker Ph.D., LPC/LMFT Supervisor

Dr. Walker has served as a member of the Sam Houston State University Doctoral Advisory Board, and the Director of Clinical Field Experience at the University of Houston Victoria/Katy Campus. She was elected 2015-2016 President of the Texas Association for Counselor Education and Supervision and served as the 2017-2018 TACES LPC Board Liaison. An avid researcher, she has been a speaker and presenter at the Texas Counseling Association Annual Conference, the Texas Association of Marriage and Family Therapy Annual Conference, and the Association for Counselor Education and Supervision National Conference. In her new book [“My Next Steps: Create a Counseling Career You’ll Love.”](#) Kate harnessed the knowledge of five experts in the counseling field to provide readers with a step-by-step guide and practical tools so they can create the counseling career they fell in love with. In addition to her clinical practice at achievebalance.org, her work includes:

- Helping university clinics bring paperwork and staff into compliance with current state and federal laws
- Training licensed and unlicensed agency staff to handle protected health information and practice HIPAA compliance
- Providing counselor supervisor training to licensed professionals pursuing the supervisor designation
- Providing counselor supervisor continuing education to practicing counselor supervisors