



REGULARLY SCHEDULED AND PROTECTED SUPERVISION

1. Supervisor name		2. Worker name																			
First	Last	First	Last																		
3. Date of supervision		4. Did supervision take place?																			
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Month Day Year</small>		<input type="checkbox"/> Yes (<i>document session below, skip# 5 and start at #6</i>) <input type="checkbox"/> No (<i>give reason in #5 and then no further data needed</i>)																			
5. Reason supervision not held (<i>Check all that apply</i>)																					
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Supervisor ill</td> <td><input type="checkbox"/> Staff ill</td> <td><input type="checkbox"/> Short week-home visits take priority</td> </tr> <tr> <td><input type="checkbox"/> Supervisor forgot</td> <td><input type="checkbox"/> Staff forgot</td> <td><input type="checkbox"/> Inclement weather</td> </tr> <tr> <td><input type="checkbox"/> Supervisor in training</td> <td><input type="checkbox"/> Staff in training</td> <td><input type="checkbox"/> Participant emergency</td> </tr> <tr> <td><input type="checkbox"/> Supervisor on vacation</td> <td><input type="checkbox"/> Staff on vacation</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Supervisor off for holiday</td> <td><input type="checkbox"/> Staff has family emergency</td> <td><i>(Specify _____)</i></td> </tr> <tr> <td><input type="checkbox"/> Supervisor has family emergency</td> <td><input type="checkbox"/> Staff in court</td> <td></td> </tr> </table>				<input type="checkbox"/> Supervisor ill	<input type="checkbox"/> Staff ill	<input type="checkbox"/> Short week-home visits take priority	<input type="checkbox"/> Supervisor forgot	<input type="checkbox"/> Staff forgot	<input type="checkbox"/> Inclement weather	<input type="checkbox"/> Supervisor in training	<input type="checkbox"/> Staff in training	<input type="checkbox"/> Participant emergency	<input type="checkbox"/> Supervisor on vacation	<input type="checkbox"/> Staff on vacation	<input type="checkbox"/> Other	<input type="checkbox"/> Supervisor off for holiday	<input type="checkbox"/> Staff has family emergency	<i>(Specify _____)</i>	<input type="checkbox"/> Supervisor has family emergency	<input type="checkbox"/> Staff in court	
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<i>If supervision took place</i>																					
6. Start Time:		7. Length of Supervision:																			
<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Hours Minutes</small>																			
<i>Check all activities engaged in during supervision</i>																					
Discuss assessment issues		Discuss safety issues																			
Review IFSP progress and process		Provide feedback from required supervisor observation on home visit																			
Review family progress		Provide feedback from required supervisor observation on assessment																			
Integrate results of tools (ASQ, PSI, Kempe)		Assist staff in implementing new training into practice																			
Review referrals and follow-up		Assess cultural sensitivity/practices																			
Share information on community resources		Provide guidance on use of curriculum																			
Provide coaching		Provide reflection on techniques and approaches																			
Give feedback on strength-based approaches and interventions		Identify areas of growth																			
Discuss level changes		Discuss staff strengths																			
Discuss caseloads/ family assignments		Discuss boundary issues																			
Discuss home visit rates		Discuss professional growth																			
Discuss assessment rates		Discuss personal growth																			
Discuss family retention/attrition		Discuss training needs																			
Review worker activities on home visit logs		Do role playing																			
Provide feedback on records/documentation		Other																			
Discuss outreach		<i>(Specify _____)</i>																			
Date Form Submitted	Reviewer's Initials	Date of Data Entry	Initials of Data Entry Operator																		