**ELLEN L. ADAMS, MSSW, LCSW, LCASA**

**LCSWA SUPERVISION AGREEMENT**

**Purpose:**

The term clinical supervision can be defined as “…an interactional process in which a supervisor has been assigned or designated to assist in and direct the practice of supervisees in the areas of teaching, administration, and helping, and the supervisees are graduates of an accredited schools of social work who are engaged in practice that assists people to overcome physical, financial, social, or psychological disruptions in functioning through individual, group, or family intervention methods efforts.”-Clinical Supervision Curriculum Guide.

With this definition in mind, the purpose of our supervision sessions will be to steer your clinical practice in a direction that teaches you how to become an efficient, effective, and ethical social worker. The main focus of supervision is to help you develop accountability for client care. Some focus areas for supervision will be to learn how to (A) Appropriately Diagnose (B) Created Intervention and /or Treatment Plans (C) Practice ethically according to the NASW Code of Ethics, and (D) The process of becoming a Licensed Clinical Social Worker.

**Supervision:**

NCSWCLB defines supervision as “face to face (in person) planed, regular contact at a rate of no less than (1) hour of supervision for every 30 hours of clinical practice.” This comes out to approximately one hour per week.

**Rates for Supervision:**

$80.00 for the initial two hour session

$50.00 per one (1) hour individual session

$40.00 per one (1) hour group session (minimum of three participants required)

**Please bring a copy of your resume, graduate school transcript, proof of liability insurance, and a record of any license/certification currently held by your second supervision session.**

**Please read the Supervision Contract carefully before signing!**

**LCSWA CLINICAL SUPERVISION AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the supervisee, agree to the following requirements for Licensed Clinical Social Work supervision with Ellen L. Adams, LCSW.

1. The purpose of the supervisor/supervisee relationship is to assure that the supervisee’s clients receive appropriate professional service and to assure the supervisee’s appropriate professional development, and to otherwise fulfill the North Carolinas Board of Social Work regulatory requirements for supervision of Provisionally Licensed Clinical Social Workers.
2. Both supervisor and supervisee will comply with all laws and regulations regarding supervision and the practice of social work.
3. Both supervisor and supervisee will adhere to the NASW Code of Ethics.
4. Both supervisee and supervisor will adhere to the policies and procedures of

(Organization)

1. Supervision will follow developmental and integrative models and theories.
2. Individual supervision will occur for one hour for every 30 hours of direct client contact.
3. Per NCSWCLB, group supervision can only make up 25 hours of the total 100 hours needed for supervision hours.
4. Group supervision will consist of three or more people in order for it to be considered a group for Adams Counseling Service to provide supervision in this format.
5. The date, time, and place for supervision will be decided for each individual supervision session. Supervision will not occur on holidays or he day prior to or the day after a holiday. Supervision will not be scheduled when either the supervisee or supervisor is on vacation. Each party agrees to notify the other within 24 hours of the scheduled appointment if a cancellation must be made. Missed supervision time will be rescheduled within the week it occurs to maintain a weekly average ration of one hour of supervision per 30 hours of direct client contact. Additional hours will be provided as needed to maintain a ratio of one hour of supervision for every 30 hours of client contact by the supervisee.
6. **All supervisees are to have their own professional liability insurance by the second supervision session. Some companies to try are HPSO(**[**www.hpso.com**](http://www.hpso.com)**), Lockton Risk Companies(**[**www.lockton.com**](http://www.lockton.com)**), and CPH and Associates(**[**www.cph.org**](http://www.cph.org)**), or try through NASW. Proof of liability insurance must be brought to the second session.**
7. Cases to be reviewed during each supervision session will be prioritized based on risk. Those cases identified as being high risk will be reviewed first. High risk cases will include but are not limited to those in which any one or more of the following are present:(1) verbalized or implied thoughts of injury to self, property, or others;(2) suspected abuse, neglect, or other current victimization or recent disclosure of past victimization;(3)evidence of poor impulse control issues;(4) psychosis; (5)significant positive or negative change in mental status;(6)significant change in medical conditions;(7) any evidence that the client wants or perceives your working relationship with them to be something more than professional; and (8) positive or negative feelings of counter transference.
8. During initial contact with the client, the supervisee will assure that each client is aware and understands the supervisee’s status and that the client gives proper informed consent to supervision. The supervisee acknowledges that he/she may not provide services to clients who withhold their consent for supervision.

**Case Presentation Format**

The structure of case presentations are important in order for the supervisee to get the most out of the sessions. As stated earlier, the cases that present the highest risks will be presented first in supervision sessions. When initially presenting a case for presentation, use the method on page 22 of the Supervision Manuel for LCSWA to format your reports.

1. The supervisee will complete all documentation required by the employing organization/agency in the manner and on the schedule specified in the organization/agency policies and procedures.
2. The Supervisee will:
3. Come to each supervision session prepared to present cases.
4. Openly disclose all relevant information about each case. Relevant information includes but is not limited to information disclosed by the client, information received from other sources about the client, reports of any contact the client has with the supervisee or other representatives of the employing organization, the supervisees’ positive or negative feelings about each client.
5. **Provide a copy of their graduate transcript, proof of liability insurance, resume, and a copy or record of any certificates/licenses currently held by the second supervision session.**
6. The Supervisor Will
7. Review and evaluate samples of any assessments, treatment plans, progress notes, and other clinical documentation of the supervisee.
8. Ask the supervisee to support conclusions with evidence and to justify approaches and techniques with reference to the professional knowledge base used.
9. Provide recommendations to improve direct service and professional development.
10. Provide formal and informal evaluative feedback.
11. Document each supervision session.
12. Both the supervisor and supervisee will discuss any issues of concern about compliance with this document or about the process of supervision. In the event they are unable to resolve a conflict to the mutual satisfaction of both parties, they shall make arrangements for the transfer of supervision of for the termination of services by the supervisee.
13. The supervisor offers the following credentials and experience as evidence of her competence to provide supervisor services:
14. Awarded a Bachelor of Science Degree in Criminal Justice in 1997 by South Carolina State University.
15. Awarded a Master of Science in Social Work Degree in 2003 from the University of Wisconsin Madison.
16. Awarded a Master of Public Administration Degree in 2009 from the Illinois Institute of Technology.
17. Licensed as a Clinical Social Worker since 2010 in North Carolina.
18. Certified Forensic Screener Evaluator for Mecklenburg County Forensic Evaluation Unit and with Cardinal Innovations.
19. Awarded LCASA in August 22, 2017.
20. 14 years post graduate experience providing telephonic and direct service to men, women, and adolescents with mental health and substance abuse problems that include ACTT, CST, Outpatient Therapy, Homeless Veterans, Mobile Assessment, and other populations.
21. Six years supervisory experience of a Community Support Team.
22. Payment for supervision is due at the beginning of each session. Acceptable forms of payment are by cash, check, credit card, or PayPal. A $40.00 fee will be charged for each check that is returned insufficient funds by your bank and all subsequent payments for supervision must be made in case only thereafter. **IF YOU FIND YOU HAVE DIFFICULTY PAYING FOR SUPERVISION, ANY ARANGEMENTS FOR LATE OR REDUCED PAYMENT MUST BE MADE BEFORE THE SUPERVISION SESSION! NO EXCEPTIONS! NO SURPRISES PLEASE!**
23. For ease of turning in documents, supervisor will provide supervise with access to Google Docs so that both parties may add and edit documents in between sessions if needed.

This supervision agreement is subject to revision at any time by mutual agreement of both parties or to revocation by either party upon giving written notice to the other. It shall remain in effect from the date signed below until it is revised or revoked.

Supervisee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: **Ellen L. Adams, MSSW, LCSW**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_