

## **DT Supervision Guidelines:**

### **A Supervisor Should...**

#### **1. Getting Started/Enrollment**

- Help a new DT navigate the orientation process, as well as the enrollment process, whenever possible.
- Offer shadowing opportunities where new DT's can observe what happens in therapy sessions.
- Help the DT build their matrix page.
- Encourage the new DT to visit the local SPOE office for a tour and to meet the team they will be working with.

#### **2. Paperwork Requirements**

- Help a new DT get organized and begin to manage their own caseload and timelines.
- Help the DT with the credentialing process. What forms to use, as well as good places to look for relevant training opportunities.
- Introduce proper report writing, short term goals and the importance of therapy notes.
- FERPA/HIPPA compliance and managing notes and paperwork.

#### **3. Financial Management**

- Have an agreement regarding a fee for supervision and expectations.
- Direct towards business operation resources/requirements.
- Help with the navigation of the billing system.

#### **4. Communication**

- Discuss the importance of communication with intake and service coordinators, supervisors, families and a child's team.
- Provide information on other resources, such as and not limited to, the LPCC and local website.
- Make sure that the new DT is signed up to receive email communications from the LPCC, so as to be in touch with what is going on in the cluster as well as the state.

#### **5. Service Delivery**

- Provide an overview of the AEPS tool used by the ED Team for evaluations.
- Help with the organization of therapy sessions.
- Discuss appropriate strategies and use of materials.
- Discuss common diagnoses, as well as more challenging scenarios.
- Offer behavior management techniques.