**Prevent Child Abuse New York Quality Assurance**

**FSS Supervision Note Review Form**

Supervisor: Program:

FSS: Date of supervision note:

Reviewer: Date of review:

Observed supervision \_\_\_\_Yes \_\_\_\_No

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Examples and/or comments are included under each bullet.***

**\*Documentation focuses on discussions and interactions that occurred between the FSS and supervisor.**

**\*Documentation demonstrates that collaborative planning and development of next steps were a primary focus of supervision. The follow-up box is used to assure topics are revisited in subsequent supervisions.**

**\*Supervisor’s use of Reflective Strategiesand other reflective supervision methods is documented. Documentation includes the intent for using a particular Reflective Strategy.**

**\*Reflective conversations are documented that demonstrate how the supervisor helped increase the FSS’s capacity to think reflectively about a particular issue or family.**

**\*In-depth discussions: Documentation reflects that detailed discussions about the family occurred. The in-depth box is checked for these discussions.**

**\*All other discussions: Documentation reflects that briefer family conversations occurred.**

**\*Documentation demonstrates the supervisor’s support of the FSS’s work with PCI/CHEERS and reflective strategies which may include supporting the FSS in promoting CHEERS-related strengths and addressing CHEERS-related concerns.**

**\*Documentation shows discussions regarding the FROG Scale, addressing risk factors over the course of services, the Service Plan, Level changes, the Family Goal Plan and formal tools (i.e., PHQ-9)**

**\*All checked boxes include commentary.**

**\*Discussions related to professional development and skill building (i.e., QA activities, role playing/coaching, training) are documented.**

**\*Documentation indicates that the supervisor included administrative, clinical, and reflective aspects of supervision.**

**Examples:**

* **Administrative (did it happen?):**
* **Clinical (how did, or how could, it happen?):**
* **Reflective (how did the FSS experience it?):**

**Summary of strengths:**

**Ideas for professional development:**

**Attached resources:**

*For program use*

**Follow-up plan** (may draw on the ideas for professional development above, the debriefing conversation, and/or resources included with this supervisor note review documentation):

**Reviewed and discussed with Supervisor:**

PM initials \_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Supervisor initials \_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

*Service Plan Comments:*

*In order to aid the observation of how the supervisor collaborated with the home visitor to develop and update the Service Plan, and/or supported the home visitor in implementing plan activities, the reviewer read the Service Plan for (family ID) on (date). Any comments on how the supervisor integrated the Service Plan into supervision will be found under Competency 4 of the Supervision Observation form. Any comments on the documentation of that discussion will be found in the Supervisor Note Review form under the appropriate section (“Documentation shows discussions regarding the FROG Scale, addressing risk factors over the course of services, the Service Plan, Level changes, the Family Goal Plan and formal tools”).*

*During the review, the Service Plan was found to include:*

*Family strengths*  All the time Some of the time None of the time

*Areas of concern*  All the time Some of the time None of the time

*Prioritization/Pacing*  All the time Some of the time None of the time

*Planned activities to address*

*concerns and build protective factors*  All the time Some of the time None of the time

*Updates and/or comments on*

*how planned activities went*  All the time Some of the time None of the time

*Any additional comments:*