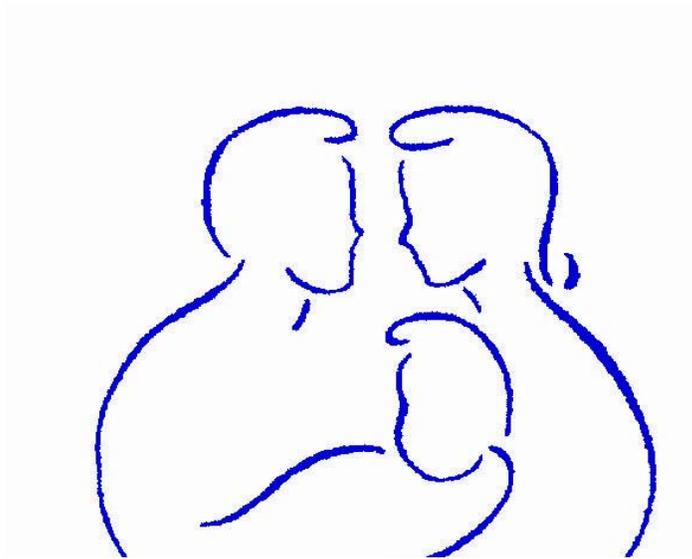


Savannah Family Institute

*Helping Professionals, Parents, and Tough Teens
Find Solutions*

Parenting with Love and Limits®

SUPERVISOR GUIDELINES



Main Office
161 Passaic Lane
Richmond Hill, GA 31324
Phone (912) 727-2840
FAX (912) 727-2847

Supervisor Guidelines

Welcome aboard everyone! We at SFI are looking forward to working with you for many years to come as you provide supervision services for our clients who are certified in the *Parenting with Love and Limits*[®] (PLL) System of Care.

All Certified PLL Supervisors are required to read, understand and comply with the following Supervision Checklist.

Before you start your first Supervision Assignment...

Sign your Professional Supervision Services Agreement

SFI will e-mail you SFI's standard Professional Supervision Services Agreement. Before you conduct your first supervision services for SFI, you must sign and fax this agreement back to Barry Lee at 912-727-2847.

Send us your proof of Individual Malpractice Insurance coverage.

Proof of this insurance must be faxed to Barry Lee before supervision can begin and must be reviewed by you yearly. See the Professional Supervision Services Agreement for the required coverage limits. This insurance is very inexpensive and it designed to protect both you and SFI. SFI and Dr. Sells also carry malpractice insurance.

Study thoroughly the SFI Supervision Manuals.

Depending upon which model(s) you are supervising, download the latest version of the appropriate supervision manual(s) using the links shown below. Please read and study the manual(s) to understand detailed procedures before starting your supervision work.

- PLL Group Therapy <http://www.difficult.net/images/PLLSupervisionMan.pdf>
- PLL Family Therapy <http://www.difficult.net/images/FTSupervisionMan.pdf>

At the start of each new Supervision Assignment...

Assignment of Supervision Groups

SFI will assign you to one or more Supervision Groups, sending you a list of the group members and their contact information. Each Supervision Group will be dedicated to one PLL Model (Group Therapy or Family Therapy) and will be comprised of up to six (6) PLL-Trained Therapists. These Trained Therapists will come from either SFI's Category 1 or Category 2 customers based upon your present qualifications to conduct supervision for either PLL Group Therapy and/or PLL Family Therapy. (The Appendix contains definitions of Category 1 and Category 2 customers.) SFI will not typically mix Category 1 and Category 2 customers within a Supervision Group.

From this point on, it will be your responsibility to schedule and manage the supervision process for your assigned Supervision Groups.

Set up the appropriate telephone methodology

You will need to contact your Supervision Group(s) and set up the methodology for the telephone supervision. Generally, we require that our Clients pay for the long distance charges for telephone supervision, but there are exceptions. The rule of thumb is that, if the entire Supervision Group is part of the same agency, the group will gather around a speaker phone and initiate the call to you. However, if the Supervision Group is made up of therapists from multiple locations, as would sometimes be the case with Category 2 customers, SFI may choose to provide our conference calling service, which allows multiple locations to dial in to the same conference call. If you perceive that you need access to this service for one or more of your Supervision Groups, contact Barry Lee for details.

Set up supervision schedule

It is important that you pre-set your supervision times with your Supervision Groups at least 6 MONTHS in advance, and that you e-mail this schedule to Dr. Sells and cc: Barry Lee. The required schedule is as follows:

For Cat 1 Customers:

Group Therapy: 1 one-hour session per month for 10 months of the year

Family Therapy: 2 one-hour sessions per month for 10 months of the year

For Cat 2 Customers:

Group Therapy: 1 one-hour session per month for 10 months of the year

Family Therapy: 1 one-hour session per month for 10 months of the year

For each Supervision Session...

Receive supervision forms from group members

Assure that each group member has faxed or e-mailed his or her supervision sheets to you at least two days prior to the supervision session. For Group Therapy Supervision, the appropriate form is the Group Therapy Protocol Checklist. For Family Therapy, it is the Family Therapy Tracking Form. You can download the latest version of these forms using the links below.

- GT Protocol Checklist <http://www.difficult.net/images/GTProtocolCheck.pdf>
- FT Tracking Forms <http://www.difficult.net/images/FTTrackForm.pdf>

Conduct the Supervision Session

Make sure that the group members have a copy of their tracking forms in front of them when phone supervision begins.

When the Supervision Group is all a part of one agency, the agency's Clinical Director is invited and expected to attend the supervision sessions.

Conduct a one hour telephone supervision session according to the guidelines of the appropriate PLL Supervision Manual. Two people on the team will each have ½ hour to go over their chosen case. At each supervision session, you will take turns picking two therapists to be directly supervised.

For the PLL Family Therapy supervision, each group member picks one difficult case and follows it through with the SFI Supervisor, completely through all 15 steps of the PLL model. The SFI Supervisor will not directly address the other cases. The group members should be instructed to direct these cases to their clinical director/supervisor at their own agency.

Fax Progress Notes to SFI's Clinical Director

Immediately after each supervision session, fill out the one page progress note form and fax it to Scott Sells @ 770-573-1128 for his review. You can download the latest version of this form using the link below.

- **Supervision Invoice Form** <http://www.difficult.net/images/SuperBill.doc>

E-mail Supervisor's Billing Spreadsheet to Barry Lee

Fill out the Supervision Invoice form and e-mail it to Barry Lee at barry@difficult.net. You can download this form at...

- **Sup Progress Note Form** <http://www.difficult.net/images/SupProgNotes.pdf>

NOTE: Both the Progress Notes and the Supervision Invoice form must be received by SFI before Supervision Fees can be paid.

Meet With Dr. Sells Bi-Monthly or As Needed

To keep your supervision skills sharp and on track with the PLL Model, you will meet by phone for 45 – 60 minutes, as frequently as Dr. Sells deems necessary. Typically, this will be once per month initially, and then bi-monthly after you have been conducting supervision successfully for 3 months or longer.

You will set up these phone appointments with Dr. Sells directly. Failure to meet with Dr. Sells on these appointment times or maintaining an above-average to excellent performance rating (as determined by Dr. Sells) may result in termination of your supervision duties with SFI.

Appendix

<u>Category 1</u> SFI COE DJJ/JC Model	<u>Category 2</u> SFI Mental Health Model
<p>The Program The full PLL System of Care, including the PLL Group Therapy, Family Therapy and Psychoeducation Models.</p>	<p>The Program The PLL Group Therapy and PLL Family Therapy Models.</p>
<p>Population Served</p> <ul style="list-style-type: none"> • DJJ and JC youth, ages 10-17 and their families or caregivers • Primary diagnosis of conduct or oppositional defiant disorder, as well as secondary emotional problems such as substance-abuse, depression, ADHD, etc. 	<p>Population Served</p> <ul style="list-style-type: none"> • Non-DJJ and JC Youth ages 10-17 who are not adjudicated in the criminal justice system • Diagnosis of conduct or oppositional defiant disorder as well as emotional problems such as substance-abuse, depression, ADHD, etc
<p>Our Customers</p> <ul style="list-style-type: none"> • Juvenile Court Judges and their Judicial Assistants (JA's) • DJJ Commissioner and Deputy Directors • DJJ Comptroller • Mental Health Directors who are service providers for DJJ and/or JC 	<p>Our Customers</p> <ul style="list-style-type: none"> • Mental Health Agency Directors • Foster Care Agency Directors • School Principals • School Boards of Directors
<p>License – Center of Excellence Mental Health Service providers contracted by the Department of Juvenile Justice and/or Juvenile Court to provide direct counseling and parenting education services to DJJ and JC youth on an outpatient basis. Licensed to run the complete PLL System of Care, including PLL Group Therapy and PLL Family Therapy. COE's must use the entire PLL System of Care.</p>	<p>License – PLL Certification License Mental health institution, foster care, or schools providing child and adolescent education and/or counseling services. These systems do not primarily serve DJJ or JC youth who are adjudicated in the criminal justice system. While they may still serve some DJJ or JC children or adolescents, this is not the bulk of their business. We will urge Cat 2 customers to use the entire PLL System of Care, but they can choose to use only the PLL Family Therapy Model, or only the PLL Group Therapy Model.</p>
<p>Training Initial 5-day certification training in the full PLL System of Care for PLL-designated agency staff. Training is made up of:</p> <ol style="list-style-type: none"> 1. 1 day on Supervision and required infrastructure 2. 2 days on PLL Group Therapy 3. 2 days on PLL Family Therapy <p>A two-day booster training each year of renewal thereafter</p> <p>Added bonus: Training to conduct the PLL Psychoeducation Model training for probation officers.</p>	<p>Training</p> <ul style="list-style-type: none"> • Preferred – 5-day certification training in the full PLL System of Care. • Allowed – 2-day certification training in only the PLL Family Therapy Mode. • Allowed – 3-day certification training in only the PLL Group Therapy Model
<p>Supervision One-hour phone supervision sessions with an SFI Supervisor, once per month for PLL Group Therapy and twice per month for PLL Family Therapy, for 10 months out of the year.</p>	<p>Supervision One-hour phone supervision sessions with an SFI Supervisor, once per month for PLL Group Therapy and once per month for PLL Family Therapy, for 10 months out of the year.</p>
<p>Outcome Research SFI support for outcome research included</p>	<p>Outcome Research SFI support for outcome research available for a fee of \$3,000.</p>