



## Administrative & Clinical Supervision Definitions and Minimum Requirements

### Minimum Regular Supervision

- Counselor Assistant – Minimum of weekly Administrative Supervision by a minimum of a CASAC Level 2 or other QHP (at least 1 one-on-one meeting per month).
  - CASAC Trainee – Minimum of weekly Clinical Supervision meetings by an Advanced or Master Level Counselor (at least 2 one-on-one meetings per month).
  - Provisional QHP – Minimum of weekly Clinical Supervision meetings by an Advanced or Master Level Counselor (at least 1 one-on-one meeting per month).
  - CASAC – Minimum of weekly Clinical Supervision meetings by an Advanced or Master Level Counselor (at least 1 one-on-one meeting per month).
  - CASAC Level 2 or Other QHP – Minimum of weekly group Clinical Supervision meetings by an Advanced or Master Level Counselor.
  - Advanced Counselor – Minimum of Peer supervision (2 times/month) with other Advanced or Master Level Counselor(s).
  - Master Counselor – Minimum of Peer supervision (once/month) with other Advanced or Master Level Counselor(s).
- \*Regular supervision meetings must be in addition to case conferences and must cover transference, countertransference, ethics and boundaries.**

### Minimum Intensive Supervision

Counselor Assistant – **Regular Supervision requirements plus:**

- Intermittent direct observation by minimum of a CASAC Level 2 or QHP level Counselor at least quarterly.
- Must discuss intensive level functions at each supervisory meeting.
- CASAC Level 2 or QHP always present or on call.

CASAC Trainee – **Regular Supervision requirements plus:**

- Intermittent direct observation at least quarterly by minimum of an Advanced or Master Level Counselor.
- Must discuss intensive level functions at each supervisory meeting.
- Advanced or Master Level Counselor always present or on call.

### Other Considerations:

- All Advanced and Master Counselors (Clinical Supervisors) must take the OASAS approved 30 Hour Clinical Supervision Foundations I & II training.
- Allocation of Time for Supervision – U.S. Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Treatment's TIP 52 recommends 20:1 (client hours to supervision time).
- Weekly, regularly scheduled one-on-one meetings with appropriate Supervisor recommended for optimal staff wellness and reduction of risk for vicarious traumatization.
- Intermittent co-facilitation and direct observation is a best practice.
- Monitoring of evidence based practices to ensure fidelity.
- All Clinical Supervisors are required to be Advanced or Master Counselors.
- All Administrative Supervisors are required to be CASAC Level 2s or other QHPs.
- Grandparenting only applies to **current** Clinical Supervisors **who don't** already meet the Advanced Counselor requirements which are CASAC or other QHP & Bachelor's Degree.