

Logistics in Providing Supervision

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Introduction

- “Excellence in Behavior Analytic Supervision”
 - Introduction to Behavior Analytic Supervision
 - Legal & Ethical Considerations
 - Developing the Competent Behavior Analyst
 - Logistics

Objectives

The student will be able to:

1. Identify legal issues in providing supervision, including professional liability, business and tax considerations, contract requirements, etc.
2. Identify the required components of a supervisory contract, and use a sample contract for supervision
3. Describe various ways to document supervision activities
4. Identify useful technologies in providing supervision

“So, You Want to be a Supervisor?”

- Agency or private practice
 - Liability
 - Insurance
 - ABAI
 - APBA
 - Business
 - LLC or Corporation

“So, You Want to be a Supervisor?”

- Taxes
 - 1099
- Documentation

The Supervision Contract

- BACB Newsletter, September 2012

“The supervisee and supervisor must execute a written contract prior to the onset of the experience. The purpose of the contract is to protect all parties and align experience activities with the purpose of supervision described in Nature of Supervision.”

The Supervision Contract

- BACB Newsletter, September 2012

“The contract should:

- Delineate the consequences should the parties not adhere to their responsibilities (including proper termination of the relationship); and
- Include a statement requiring the supervisee to obtain written permission from the supervisee's on-site employer or manager when applicable; and
- Include an attestation that both parties will adhere to the BACB Guidelines for Responsible Conduct for Behavior Analysts and the BACB Disciplinary and Ethical Standards

Clinical Supervision Contract

Clinical Distance Supervision Contract

1 of 3

The following is a contract of supervision between _____ and _____ for supervision in the Behavior Analytic Practices of _____. This contract is at will; either party may discontinue this relationship at any time, by providing intent of such in writing.

As supervisee and clinical supervisor, we agree to the following:

To work together to achieve the supervisee's demonstration of the competencies outlined by the BACB Task List and further outlined by the supervisor.

To work together to facilitate in-depth reflection on issues affecting practice— personally and professionally developing a high level of clinical expertise, in accordance with the BACB Guidelines for Responsible Conduct for Behavior Analysts and the BACB Disciplinary and Ethical Standards.

To meet at least every two weeks or more often if desired or necessary by supervisee.

To protect the time and space for clinical supervision, by keeping to agreed appointments and time allotted. Privacy will be respected and interruptions avoided. Any party requiring a variance in schedule will notify the other party at the earliest possible time of variance to determine an appropriate time to reschedule.

To provide a record for supervisee's employer, showing the times and the dates of the clinical supervision sessions. Any other notes made about the sessions during or after the sessions will be kept by the supervisee.

To work according to the supervisee's agenda, within the framework and focus negotiated at the beginning of each session in accordance with BACB Guidelines for Responsible Conduct for Behavior Analysts and the BACB Disciplinary and Ethical Standards.

To work respectfully with each other, being open/willing to provide and receive feedback during the supervision sessions.

To document all experience and supervision hours in accordance with the BACB requirements.

The Supervision Contract

- BACB Newsletter, September 2012

“The contract should:

- State the responsibilities of the supervisor and supervisee; and
- Include a description of the appropriate activities and instructional objectives; and
- Include the objective and measurable circumstances under which the supervisor will sign the supervisee's Experience Verification Form when the experience has ended; and

The Supervision Contract

- Agency Contracts
- Work after certification stipulation

Clinical Supervision Contract

Clinical Distance Supervision Contract

1 of 3

The following is a contract of supervision between _____ and _____ for distance supervision in the Behavior Analytic Practices of _____. This contract is at will; either party may discontinue this relationship at any time, by providing intent of such in writing.

As supervisee and clinical supervisor, we agree to the following:

To work together to achieve the supervisee's demonstration of the competencies outlined by the BACB Task List and further outlined by the supervisor.

To work together to facilitate in-depth reflection on issues affecting practice— personally and professionally developing a high level of clinical expertise, in accordance with the BACB Guidelines for Responsible Conduct for Behavior Analysts and the BACB Disciplinary and Ethical Standards.

To meet via video-chat or teleconference (phone) at least every two weeks or more often if desired or necessary by supervisee.

To protect the time and space for clinical supervision, by keeping to agreed appointments and time allotted. Privacy will be respected and interruptions avoided. Any party requiring a variance in schedule will notify the other party at the earliest possible time of variance to determine an appropriate time to reschedule.

To provide a record for supervisee's employer, showing the times and the dates of the clinical supervision sessions. Any other notes made about the sessions during or after the sessions will be kept by the supervisee.

To work according to the supervisee's agenda, within the framework and focus negotiated at the beginning of each session in accordance with BACB Guidelines for Responsible Conduct for Behavior Analysts and the BACB Disciplinary and Ethical Standards.

To work respectfully with each other, being open/willing to provide and receive feedback during the supervision sessions.

To document all experience and supervision hours in accordance with the BACB requirements.

The supervisee agrees to:

Engage in and document independent supervised fieldwork of at least 10 hours per week but not more than 30 hours per week for the duration of this contract. This does not preclude working more than 30 hours, but only 30 of the hours worked per week are counted toward required experience hours.

Obtain written permission from the supervisee's on-site employer or manager to contract with the supervisor for the purpose of clinical supervision.

Obtain written consent from the client or parent/guardian for observation and sharing of information for the purpose of clinical supervision.

Prepare for the sessions, for example, by having an agenda or preparing notes and reading literature review assignments.

Take responsibility for; make effective use of time, including punctuality, the outcomes and any actions the supervisee may take as a result of clinical supervision.

Complete assignments and tasks in the timeframe requested by the supervisor.

Be willing to learn, to develop clinical skills and be open to receiving support and challenge.

The supervisee agrees to:

Engage in and document independent supervised fieldwork of at least 10 hours per week but not more than 30 hours per week for the duration of this contract. This does not preclude working more than 30 hours, but only 30 of the hours worked per week are counted toward required experience hours.

Obtain written permission from the supervisee's on-site employer or manager to contract with the supervisor for the purpose of clinical supervision.

Obtain written consent from the client or parent/guardian for video-recording and sharing of information for the purpose of clinical supervision.

Submit video of the supervisee engaging in behavior analytic activities to the supervisor as required (at least once per supervision period). Prepare for the sessions, for example, by having an agenda or preparing notes and reading literature review assignments.

Take responsibility for; make effective use of time, including punctuality, the outcomes and any actions the supervisee may take as a result of clinical supervision.

Complete assignments and tasks in the timeframe requested by the supervisor.

Be willing to learn, to develop clinical skills and be open to receiving support and challenge.

Clinical Supervision Contract

2 of 3

The clinical supervisor agrees to:

Keep all information you reveal in the clinical supervision sessions confidential, except for these exceptions:

- Should you describe any unsafe, unethical, or illegal practice that you are unwilling to address through the appropriate procedures.
- In the event of an exception arising, I will attempt to persuade and support you to deal appropriately with the issue directly yourself. If I remain concerned I will reveal the information to appropriate persons only after informing you that I will do so.

Provide a rationale and instructions for performing competencies as they are introduced, provide a model and opportunity for the supervisee to practice, and feedback on the performance of the competency.

Be committed to continually developing as a practicing professional including using our clinical supervision to continually develop the supervisor's abilities as a clinical supervisor and clinician, without breaking confidentiality.

Ensure that the following requirements are maintained (excerpt from BACB Supervision Guidelines www.bacb.com):

Appropriate Activities

Supervisees are strongly encouraged to have multiple experiences (e.g., sites, populations) with multiple supervisors and from each of the activity areas below.

- Conducting assessments related to the need for behavioral intervention (e.g., stimulus preference assessment, functional assessment, staff performance assessment).
- Designing, implementing, and systematically monitoring skill-acquisition and behavior-reduction programs;
- Oversees the implementation of behavior-analytic programs by others;
- Training, designing behavioral systems, and performance management;
- Other activities normally performed by a behavior analyst that are directly related to behavior analysis such as attending planning meetings regarding the behavior analytic program, researching the literature related to the program, and talking to individuals about the program.

Appropriate Clients

Clients may be any persons for whom behavior-analytic services are appropriate. However, the supervisee may not be related to the client or the client's primary caretaker or be the client's primary caretaker. Supervisees must work with multiple clients during the experience period. (Also, see the following relevant sections of the Guidelines for Responsible Conduct for Behavior Analysts: 1.06, 1.07, 2.0, 3.01, 3.03, 3.04, 3.05, 4.0, and 9.07.)

The Nature of Supervision

- The purpose of supervision is to improve and maintain the behavior-analytic, professional, and ethical repertoires of the supervisee and facilitate the delivery of high-quality services to his/her clients. Effective behavior-analytic supervision includes:
 - Development of performance expectations
 - Observation, behavioral skills training, and delivery of performance feedback
 - Modeling technical, professional, and ethical behavior
 - Guiding behavioral case conceptualization, problem-solving, and decision-making repertoires
 - Review of written materials (e.g., behavior programs, data sheets, reports)
 - Oversight and evaluation of the effects of behavioral service delivery
 - Ongoing evaluation of the effects of supervision

The supervisor must observe and provide feedback to the supervisee on his/her behavior-analytic activities with a client in the natural environment during each required supervisory period. In-person, on-site observation is preferred. However, this may be conducted via web-camera, videotape, videoconferencing, or similar means in lieu of the supervisor being physically present; synchronous (real-time) observation is strongly encouraged.

Supervision may be conducted in small groups for no more than half of the total supervised hours in each supervisory period. Small groups are interactive meetings in which 2-10 supervisees who share similar experiences participate in the supervision activities described above. If non-supervisees are present during the meeting, their participation should be limited so as to increase the interaction opportunities of supervisees. The remainder of the total supervision hours in each supervisory period must consist of individual supervision.

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Compensation

At an hourly rate of \$_____ to be paid in advance at the beginning of each month in the amount of \$_____, (\$_____ x 6 hours per month = \$_____, assuming maximum number of experience hours is achieved each week).

Frequency of Meetings

A minimum of once every two weeks for a duration of one to three hours, depending on amount of experience hours accumulated each week. Once a week for an hour and a half is recommended if accumulating maximum number of experience hours per week. Videotaped time reviewed by supervisor constitutes supervision hours.

Cancellation/No Show Policy

In order to provide the best supervision possible to all supervisees, it is important to hold supervision appointments as scheduled. Neither party is expected to wait more than 15 minutes past the scheduled appointment time without communication. To compensate for lost time, and the inconvenience of re-scheduling, any appointment missed without cancellation 24 hours prior will be subject to a \$25 fee.

Venue

Supervision consisting onsite observation and feedback, meetings, either live or via video-chat or teleconference, records review, and case study.

Duration of Supervision Relationship

12 months or longer if requested.

Signed:

Supervisee	Date	Supervisor	Date
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Clinical Supervision Contract

3 of 3

The supervisory relationship may be terminated under three conditions:

1. The supervisee requests a termination of the relationship for any reason, including but not limited to:
 - a. Other supervisory opportunities
 - b. Dissatisfaction with supervision, in which case the supervisee will provide written feedback to the supervisor regarding grievances
 - c. Financial limitations (if applicable), in which case the supervisor and supervisee may seek to make appropriate arrangements to ensure the client is still receiving quality services.
2. The supervisee completes the supervised experience standards for the BACB credential they are seeking, and the supervisor determines that the supervisee meets a satisfactory level of overall competency.
3. The supervisee fails to fulfill their required duties, is not making appropriate progress, as determined by the supervisor. This may include:
 - a. Failure to meet as scheduled and required
 - b. Failure to submit required documentation (experience hours, video submissions of work, graphs, data or other work samples)
 - c. Unethical or illegal behavior on the part of the supervisee, which is not resolved after discussion with supervisor.

The supervisor will sign the experience verification form only when the supervisee has demonstrated competency at a level appropriate to the credential level they are seeking. This may take more than the minimum required experience and supervision hours, or the supervisor may choose to sign off at the BCaBA level, which requires monthly supervision by a BCBA to maintain certification. Any issues regarding progress toward mastery will be discussed and provided in writing.

Compensation

At an hourly rate of \$100.00 to be paid in advance at the beginning of each month in the amount of \$600 (\$100 x 6 hours per month = \$600, assuming maximum number of experience hours is achieved each week).

Frequency of Meetings

A minimum of once every two weeks for a duration of one to three hours, depending on amount of experience hours accumulated each week. Once a week for an hour and a half is recommended if accumulating maximum number of experience hours per week. Videotaped time reviewed by supervisor constitutes supervision hours.

Cancellation/No Show Policy

In order to provide the best supervision possible to all supervisees, it is important to hold supervision appointments as scheduled. Neither party is expected to wait more than 15 minutes past the scheduled appointment time without communication. To compensate for lost time and the inconvenience of re-scheduling, any appointment missed without cancellation 24 hours prior will be subject to a \$25 fee.

Venue

Distance supervision consisting of review and feedback of videotaped sessions of supervisee engaging in behavior analytic activities, live meetings via video-chat or teleconference, records review via secure file-share or conventional mail, and case study.

Duration of Supervision Relationship

12 months or longer if requested.

Signed:

Supervisee _____ Date _____ Supervisor _____ Date _____

Active Student Responding

When providing supervision, the BCBA is responsible for :

- A. Their own professional behavior
- B. The actions of the supervisee
- C. The safety of the client served by the supervisee
- D. All of the above

Active Student Responding

To limit one's exposure to risk, it is wise to:

- A. Only take on ethical, competent supervisees
- B. Only provide local, onsite supervision
- C. Carry liability insurance
- D. Only supervise employees

Active Student Responding

Providing supervision entails _____ considerations

- A. Ethical
- B. Legal
- C. Financial
- D. All of these

Active Student Responding

A good source for information regarding the financial and/or legal implications of providing private supervision would be:

- A. A member of the BACB or APBA Board of Directors
- B. A Lawyer or Accountant
- C. Your supervisor or mentor
- D. A Psychologist or Speech Therapist

Active Student Responding

The first step to providing supervision is:

- A. Executing a supervision contract
- B. Outlining competencies the supervisee will master
- C. Providing a rational and instructions for the skill to be performed.
- D. Selecting a practicum site

Active Student Responding

Which is NOT an element of the supervisory contract required by the BACB?

- A. Responsibilities of the supervisor and supervisee
- B. A description of appropriate activities and instructional objectives
- C. the consequences should the parties not adhere to their responsibilities (including proper termination of the relationship)
- D. Outline of Fees and acceptable forms of payment

Documentation

- BACB Experience Supervision Form
- Behavior analytic activity (experience hours)
- Supervised hours
- Case notes

BACB Experience Supervision Form

BACB Experience Standards – ver. 9/12/2013

BACB Experience Supervision Form
This form (or equivalent) must be completed at least once during each supervisory period.

Supervisee: _____ Supervisor: _____

Supervisory Meeting Date(s) & Duration(s): _____

Supervisory Meeting Format (check all that apply): _____ individual _____ group

This document covers the supervisory period from ____/____/____ to ____/____/____

Experience Hours Accumulated During This Supervisory Period (complete all four lines)

A) Number of independent experience hours accumulated: _____

B) Number of individual supervision hours accumulated: _____

C) Number of small-group supervision hours accumulated: _____

D) Total experience hours accumulated (add lines A through C): _____

Characteristics of Supervision Conducted During This Supervisory Period (check all that apply)

_____ BACB Task List skills covered (list Task numbers): _____

_____ Specific client(s) discussed

_____ Client privacy protected

_____ Observation of supervisee (video)

_____ Observation of supervisee (in-person)

_____ Supervisory discussion & feedback (in-person)

_____ Supervisory discussion & feedback (remote)

_____ Readings: _____

BACB Experience Supervision Form

Evaluation of Supervisee Performance:

S – satisfactory NI – needs improvement U – unsatisfactory N/A – not applicable

	S	NI	U	N/A
Arrives on time for supervision				
Maintains professional and courteous interactions with:				
Clients/consumers				
Other service providers				
Coworkers				
Maintains appropriate attire & demeanor				
Initiates professional self-improvement				
Accepts supervisory feedback appropriately				
Seeks supervision appropriately				
Timely submission of written reports				
Communicates effectively				
Written				
Oral				
Demonstrates appropriate sensitivity to nonbehavioral providers				
Supervisee self-detects personal limitations				
Supervisee self-detects professional limitations				
Acquisition of target behavior-analytic skills				

Overall evaluation of supervisee performance during this period (circle one): S NI U

Supervisee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

DO NOT SUBMIT THIS FORM TO THE BACB WITH THE EXAM APPLICATION
SUPERVISOR AND SUPERVISEE MUST EACH RETAIN A COPY OF THIS FORM FOR AT LEAST 7 YEARS

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BACB Experience Supervision Form

- “Supervisors may develop their own version of the Experience Supervision Form. These alternative forms must include all of the following elements:”
 - Date of each supervisory meeting
 - Duration of each supervisory meeting
 - Format of each supervisory meeting (i.e., individual or small group)
 - An evaluation of supervisee performance

BACB Experience Supervision Form

- “Supervisors may develop their own version of the Experience Supervision Form. These alternative forms must include all of the following elements:”
 - The total experience hours obtained during the supervisory period
 - The total individual and small-group supervision hours obtained during the supervisory period
 - Date lines for supervisor and supervisee indicating when the form was completed & signed
 - Signature lines for supervisor and supervisee

Behavior Analytic Activity (Experience Hours)

	A	B	C	D	E	F	G
	Date	Time Begin	Time End	Activity	Comments/Description	Total Hrs	Sum
2	10/09/13	10:00 AM	11:00 AM	Case Review w/Supervisor	Worked with parent/child on extinction for tantrums	1	1
3				Case Review w/Supervisor		0	0
4				Conducting Assessment		0	0
5				Designing, Implementing, Monitoring Programs		0	0
6				Overseeing Implementation by others		0	0
7				Training, Designing Behavioral Systems, Performance Management		0	0
8				Research Review Review		0	0
9				Meeting Regarding service plan		0	0
10				Other: Describe in your field		0	0
11						0	0
12						0	0
13						0	0
14						0	0
15						0	0
16						0	0
17						0	0
18						0	0
19						0	0
20						0	0
21						0	0
22						0	0
23						0	0
24						0	0
25						0	0

Case notes

10/22/12- A. is improving, amped up reinforcers, thickened schedule, rotating reinforcers – games that he likes to play, contingency contract for items including WWE belt – issues with returning to school after time at home due to bed/circ contrast.

J- transitioned from special school to this school. Had melt-down Wed, calmed down, and then upon time to leave school, had another melt-down. Needs crisis plan. Want to meet with mother – find out what has worked with him in the past, are there any medications, have there been any changes in medications. How have physical procedures worked in the past? Worked better with shadow out of room. Raises hand to tattle- move on to next kid. Comes to school with lots of candy and money

M- major extinction burst last week. Flinging himself against wall. Restrained him to keep him from thrashing—prevented him from hitting wall. About 20 minutes of this graduated physical restraint – picked up all objects, mandated for out, and got to go to recess. Since then, he has been doing well. Watch for spontaneous recovery- make sure Staff are aware, watch for discrimination as well – you may be S-delta

H-, 6- some teachers report seems he is agitated, others say he is doing much better than others. Screaming, tantrums, head banging, has resulted in leaving the class- certainly extinction is one thing you can do, but its ugly, but you could also give him a better way to get out, or even better, make the environment less aversive/more appetitive!

B, nearly 3, placed at nursery, won't let anyone near him, looks at books, hits or shoves others, bites, does not participate, nonverbal, under-stimulated?, food refusal- sandwich with dried thyme is about all he'll eat. Flips through books, stacks them. Climbs to top of bookcase and jumps down. Went to observe him at school. Splashing at water, but when it was removed, he showed no interest. Preference assessment, pairing, developing reinforcers- is question. Good eye contact, made eye contact, smiling. Hugged teachers at one point. Sounds like he may just be slow to warm up. Try fading in procedure to tolerate proximity with adult first. Move close, then move away. Then closer, then away.

Supervision Totals/ Accounting

	A	B	C	D	E	F	G	H	I	J	K	L
	Double-click to add header											
	Period	Date of Supervision	Supervisor	(Individual or Group)	Hours	Hours Supervised	Remaining Total	Remaining Total Supervised	Remaining % Supervised	\$ Session	\$ Total	
1	Deposit	10/9/13-10/19/13	V	I	60	0.5	0	0	101V(0)	\$300.00	\$300.00	
2		10/13/13	C	I	1	1	60	1.5	1%	(\$100.00)	\$200.00	
3		10/13/13	C	G	0	1.5	60	3	5%	(\$110.00)	\$87.00	
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Active Student Responding

Which of these is required documentation on the Experience Supervision Form?

- A. Location of supervisory meeting
- B. Date of supervisory meeting
- C. Summary of behavior analytic activities engaged in during supervisory period
- D. BACB Task List items addressed

Active Student Responding

Which of these is required documentation on the Experience Supervision Form?

- A. Articles covered in supervisory meeting
- B. Date of next supervisory meeting
- C. Evaluation of supervisee's performance
- D. Number of remaining experience hrs to be accrued

Active Student Responding

True or False? The BACB Experience Supervision form is the only form that may be used to document each supervisory meeting.

- A. True
- B. False

Active Student Responding

The fact that experience hours and the specific activities engaged in may vary is a reason to document:

- A. Case review notes
- B. Experience hours
- C. Supervision hours
- D. Task List items mastered

Active Student Responding

In order to recall information regarding individuals and tasks assigned to supervisees, a supervisor may wish to document:

- A. Case review notes
- B. Experience hours
- C. Supervision hours
- D. Task List items mastered

Technology

- Local/Onsite
- Distance Supervision
 - Direct Observation
 - Case review meeting
 - Work sample review

Technology

- Direct Observation
 - Video-conferencing
 - Video-recording
 - Smartphones
 - Portable video cameras

Technology

- Case review meetings
 - Video-conferencing
 - Skype
 - FaceTime
 - Google hangouts

Technology

- Work sample review
 - Cloud-based file sharing
 - Dropbox

Technology

- Payment
 - Paypal!

Technology

- Confidentiality
 - Security of video-conferencing
 - Cloud-based file-sharing
 - Email
 - How files are used, maintained, deleted once transmitted

Conclusion

- Considerations in providing supervision
- Business decisions
 - Financial
 - Legal (LIABILITY INSURANCE)
- Supervisory Contract
- Documentation Resources
- Technology

References

- Behavior Analyst Certification Board. *Guidelines for Responsible Conduct for Behavior Analysts*. Retrieved October 14, 2013, from <http://www.bacb.com/Downloadfiles/BACBguidelines/1007GuidelinesFw.doc>
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