



**OHIO PREVENTION  
PROFESSIONALS ASSOCIATION**

*Your Voice for Prevention*

## **External Supervision of Prevention Professionals** ***Key Things to Consider Before Saying Yes***

**Note:** *The Ohio Prevention Professionals Association has developed a range of tools to support supervision of prevention professionals in Ohio. These resources are intended to support prevention supervision but are not prescriptive. Expectations of prevention supervision are the purview of the Ohio Chemical Dependency Professionals Board, the Ohio Department of Behavioral Health, and/or individual employers and professionals. Prevention supervisors should access professional legal or other guidance when appropriate.*

You have been asked to supervise someone outside your job role or as an independent consultant. Do you want to do this? Questions to consider:

- Does the potential supervisee's organization's mission align with your priorities?
- Are you and the potential supervisee compatible?
- Do you have the capacity (time, energy) to assume this role?

If you are leaning toward yes, do your homework before making a commitment. Factors to consider before entering into an agreement to be the external supervisor of a prevention professional:

### **Have you clearly defined the expectations and responsibilities of the involved parties?**

A written agreement should delineate the details of your role as an external supervisor, as well as the role of the supervisee and the supervisee's employer. Consider the following:

- Specific tasks encompassed in your supervision. (Specify what is *not* included, as well.)
- An outline or frame of topics to be covered in supervision sessions.
- Observation. (Will your role include this? If so, how often? Which services?)
- Verification of Ohio Chemical Dependency Professionals (OCDP) Board education and work experience requirements.
  - Completion of supervisor documentation and reports to OCDP Board for prevention certificate application.
  - Option: Assistance with documentation of education hours in CEBroker?
  - Option: Assistance with completion of certificate application on e-license?
- Structure of supervision. (In person? Virtual? Hybrid? Individual? Group? A combination?)
- Frequency and scheduling of supervision.
- Location of supervision. (Privacy? Internet availability?)
- Expectations around supervision schedule changes, cancellations, reschedules.
- Communication outside of regular supervision meetings. (Routine? As needed? Availability? Methods: Email? Texts? Phone calls?)
- Documentation. What documentation will you provide? To whom? What documentation, if any, will be provided to you?
- Documentation tools. How will you record your supervision? Do you and the supervisee have an education tracking tool? Work experience tracking tool?
- Verification. How will you verify completion of education and work experience requirements? Who tracks and records those details? What level of oversight is required? What role, if any, does the in-organization supervisor play in this documentation.

- Billing. Will you receive compensation for providing supervision? Who is contracting with you (e.g., organization, individual)? What are the billing expectations (e.g., frequency, invoices, supervision record, other supporting documentation)?

### **What are the expectations of the supervisee?**

- Attendance requirements. Clarify communication method(s) and advance notice of schedule changes and meeting cancellations.
- Communication expectations. Ensure clarity around preferred communication methods. Share relevant contact information.
- Task completion. Set and communicate expectations around supervision-related tasks.
- Progress tracking. Establish format of method and frequency of sharing work experience, education hours/CEU documentation with you.
- Scope of Practice. Ensure understanding of and create clear expectation that supervisee will operate within their Scope of Practice.
- Ethical practice. Ensure understanding of and create clear expectation that supervisee will comply with the Ohio Prevention Code of Ethics (in Ohio Administrative Code)
- Certification-related fees. Confirm supervisee understands application and other certification-related fees are their responsibility.
- Consultation fee. Confirm supervisee (if supervisee is responsible) agrees to and will abide by your billing and payment schedule.

### **What are the responsibilities of the supervisee's supervisor at their workplace (if applicable) related to external supervision?**

- Delineation between day-to-day supervision and program oversight contrasted with external supervision of prevention practice.
- Provision of space for meetings?
- Communication expectations between workplace supervisor and you?
- Facilitation of contracting and payment (if employer is contracting for external supervision)?

### **If you would be providing supervision outside of your role with an organization or other entity, what steps are necessary to provide structure to your role?**

- Think of your supervision role as a business.
- What will you charge? Hourly rate? Set fee for a certain number of hours/time period?
- Do you need to set up an LLC? Should you set up a separate bank account?
- Do you have office equipment (printer/fax, laptop, adequate internet)?
- Can you provide invoices, if requested?
- If contracting with an organization, will they pay you as an independent consultant or consider you an employee? What are the potential implications for taxes, benefits (e.g., health insurance, retirement), professional liability.

### **Potential Contracting, Liability and Tax Issues and Questions to Consider**

*You may want to consult an attorney to ask about professional liability insurance or to review any contract, agreement, or memorandum of understanding (see Pro-Bono Resources, below.) You may also want to consult a tax professional or an accountant re: your personal tax situation and any tax-related issue related to providing external supervision.*

- Will you need professional liability insurance? If so, can you add it to your personal insurance policy?
- What kind of contract, agreement or memorandum of understanding should you have?

- Who can terminate the agreement? When? (At will/immediate? With notice? How much notice?) Do you need to specify situations that would void the agreement (e.g., failure to keep scheduled appointments)?
- Will you use part of your home as your “office?” Does this have any implications on your home-owners insurance? Does your use of the space and your home utilities for work purposes have any tax implications (e.g., tax deduction)?
- Do you need to set up estimated quarterly payments for withholding for tax purposes?
- What forms, if any, do you need to submit with your tax return?

## Small Business Resources

### US Small Business Administration (SBA)

<https://www.usa.gov/agencies/small-business-administration>

**SBA District Offices:** <https://www.sba.gov/about-sba/sba-locations/sba-district-offices>

*The Small Business Administration (SBA) is an independent agency of the U.S. federal government that supports small businesses by providing capital, counseling, and federal contracting assistance. Established in 1953, its mission is to help small businesses start, grow, and succeed, which strengthens the overall US economy. It offers a variety of programs, including loans, disaster relief, and resources for women, veterans, and minorities. SBA offers free or low-cost counseling, training, and mentorship through resource partners like Small Business Development Centers (check your local area) and SCORE.*

### Ohio Small Business Development Centers

<https://www.ohiosbdc.net>

*Small Business Development Centers (SBDCs) are the leading resource for entrepreneurs and small businesses in Ohio, offering no cost consulting and training to help businesses at every stage – from startup to expansions. Powered by the U.S Small Business Administration (SBA) and the Ohio Department of Development, Ohio SBDCs are your trusted partner for business success. Services include: Business Counseling, Financial Planning and Loan Assistance, Human Resources Guidance, Strategic Planning, Training Workshops.*

## Legal Assistance

### Pro Bono Partnership of Ohio

<https://pbpohio.org>

*We recruit, connect, and support attorney volunteers to donate their time and expertise on behalf of our nonprofit clients.*

### Ohio Access to Justice Foundation

<https://www.ohiojusticefoundation.org/lawyers/pro-bono/new-pro-bono-volunteers>

*Thousands of Ohio attorneys volunteer to provide legal information, advice, or full representation to Ohioans who cannot afford an attorney.*

### University of Cincinnati College of Law

<https://www.law.uc.edu/real-world-learning/volunteer-opportunities.html>

*Pro bono service generally refers to attorneys providing legal services without compensation to traditionally under-served individuals and non-profit organizations.*

### Ohio Bar Association

<https://www.ohiobar.org/member-tools-benefits/practice-resources/practice-library-search/practice-library/why-pro-bono-lawyering>