



## **Supervising Prevention: Best Practice Guidelines**

**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.*

These supervision best practices were developed to support an individual through the prevention credentialing process – not for standard organizational or programmatic supervision. Whether you are providing supervision as an employee of the organization for which you are providing supervision or are an outside contractor, if you will also be providing organizational or programmatic supervision, you will need to have additional conversations with the organization to determine specific expectations and requirements for that larger role.

OPPA's goal is to support the delivery of high-quality prevention services in a variety of settings. Effective prevention supervision is a critical tool in achieving this. There are currently no minimum requirements outlining the frequency, amount of time, or content of prevention supervision. Best practice recommendations, developed by OPPA and its Prevention Supervision Workgroup:

### **Best Practice Recommendations**

Provide supervision at a (minimum) ratio of one hour of supervision to every 80 hours of work. Keep in mind that the “appropriate” frequency and amount of time for supervision depends on the individual supervisee’s knowledge, experience, credential level, and specific goals/needs.

The supervisor is responsible for documenting supervision meetings, direct observations, audits, etc. Below are outlined ways in which that supervision may occur:

**One-to-one Individual Supervision:** Individual supervision is tailored to the individual and their needs, and the supervisee helps shape the content based on their knowledge, experience, job role, and goals. Best practice recommendation is that meetings should be scheduled on a regular basis (at minimum, monthly). Supervision meeting content might include:

- Developing knowledge of prevention science, evidence-based interventions, and prevention ethics.
- Ensuring the individual is working under the designated Scope of Practice for their current credential.

- Discussing current prevention practice, challenges, and opportunities for professional growth.
- Framing and analyzing current prevention practice within the six CSAP prevention strategies, universal/selective/indicated interventions and populations, and the Strategic Prevention Framework.
- Discussing next steps in the credentialing process (professional education, work experience requirements) and professional development in prevention.

**Group Supervision:** Meeting with a group of prevention professionals to collectively explore situations and challenges that may come up in their daily work. **Note:** Group supervision is different from a team meeting in which programmatic or agency objectives are discussed. Group supervision aims to;

- Collectively expand prevention knowledge, skills, and best practices while growing each individual's own prevention skills.
- Problem solve various situations.
- Collectively discuss case studies/scenarios, such as ethical challenges.
- Connect individuals for mentoring and peer support.
- When multiple supervisees are in the same place in their credentialing process, review next steps in this process and provide demonstrations (e.g., completing an education grid, ensuring/documenting work experience, or accessing license).

**Monitoring Effective Prevention:** Observe and ensure the individual is utilizing best practices in prevention service delivery.

- Directly observe the individual in the implementation of prevention interventions (e.g., delivering prevention education).
- Audit the individual's documentation and record keeping (e.g., experience logs, pre/post program evaluations, attendance records, outputs and outcomes).
- Document supervision meetings, observations, record reviews.
- Provide support for corrective action to support professional development.

**Monitoring the credential process:** Ensure the individual is progressing toward their desired prevention credential in a timely manner.

- Review the professional education record and recommend options to fill gaps.
- Verify work experience hours and identify opportunities for the supervisee to meet the minimum requirements for their desired credential; discuss any barriers.
- Discuss the supervisee's work experience and professional development to explore future opportunities (e.g., connections for peer support, opportunities outside their typical day-to-day responsibilities, areas-of-interest opportunities, and development of personal goals).

**The Ohio Prevention Professionals Association Supervisor Toolkit in the Resources tab of the OPPA website ([ohpreventionprofessionals.org](http://ohpreventionprofessionals.org))** contains helpful templates (e.g., supervision logs, needs assessments, education trackers, and work experience verification) to support documentation of the supervision process.