

FILING OF CLINICAL SUPERVISION TRAINING PLAN

In order to begin accruing hours and working toward the LCAC you must submit a training plan for pre-approval to the Board.

The Board strongly recommends that you receive a broad based, varied work experience during your supervised postgraduate experience.

- You must be licensed as a master's addiction counselor or licensed as an addiction counselor and have earned a master's degree in addiction counseling or a master's degree in a related field, approved by the Board, before submitting your training plan for approval to begin counting supervision hours.
- There is no fee to file a Clinical Supervision Training Plan.
- The Clinical Supervision Training Plan needs to be completed by you and your supervisor(s).
- You and your supervisor(s) will need to read the statutes and regulations prior to completing the training plan. Please see K.A.R. 102-7-6 for supervision requirements and clinical licensure requirements. The regulations may be found on our website www.ksbsrb.ks.gov
- **Attach an official job description with your training plan.**
- If you intend to use interactive video or other telephonic means for a portion of your supervision you must provide written verification of the technological security measure implemented to protect confidentiality.
- You must receive approval, in writing, from the Board before you may begin counting supervision hours.
- You will be notified in writing by the Board office within 30 days regarding approval of your training plan. If you have not received notification within 30 days, please contact the board office.
- Once the training plan has been approved you must notify the Board of any changes. Any changes to the approved training plan must be submitted **within 45 days of the change** or the hours accrued during that time period will not be counted.
- All supervision requirements must be completed in not less than two years.
- When all the supervision requirements have been completed you may apply for the LCAC and take the exam. If you have previously passed the MAC exam you will not be required to take the exam again. You are not required to apply for the LCAC or take the exam within a specified amount of time.



Clinical Supervision Training Plan Addiction Counselor

Please answer **ALL** questions. The form needs to be filled out completely, and legibly.
The supervisee shall complete sections I and II.
The supervisee together with the supervisor(s) shall complete sections III and VI.
Each supervisor shall complete sections IV and V.

I. Information regarding supervisee: [Completed by supervisee]

Name _____ Email _____
Home Phone _____ Cell Phone _____ (Optional)
Home Address _____
City, State, Zip _____
Master's Degree _____ Major _____
Has the Board approved your masters degree as a related field for addiction counselor licensure? _____
LMAC number _____ Issue date _____ Expiration date _____
Name of your clinical training plan supervisor _____

II. Information regarding the Supervision Setting: [Completed by supervisee]

Name of work site and address where you will be accruing hours as part of the supervised work experience. *If you have more than one worksite, please attach an additional page.*

Work Site _____
Address _____
City, State, Zip _____
Phone _____ Your Title in this supervised setting _____

You are required to attach a copy of your official position description to your training plan.

III. Information regarding Supervision Training Plan: [Completed by supervisee and supervisor(s) together]

Please provide answers to questions 1 through 18 on a separate sheet of paper:

1. Will you provide your supervisor with a diagnostic impression based on DSM IV substance use disorders criteria?
2. Will you provide your supervisor a treatment recommendation based on DSM IV substance use disorders criteria?
3. Explain the supervisory context, including the purpose of supervision.
4. What are the anticipated types of clients to whom you will be providing services?
5. What services will you be providing to clients?
6. What are evidence-based practices you plan to use in treating clients?
7. What dates are expected to be covered with the Supervision Training Plan? ***(Training plans must be approved by the board before postgraduate hours can be accrued. However, if you began supervision prior to the training plan form being available, please provide this information with your training plan and those hours will be considered)***
8. List your clinical supervision goals and briefly describe how you will attain those goals. Be sure to review the definition of clinical addiction counseling and incorporate into your goals. [See K.S.A. 65-6608(b)] Also, **include goals that relate to diagnosis and treatment of substance use disorders, including a description that specifies how you will meet the requirement to provide 1500 hours of direct client contact providing substance abuse assessment and treatment.**
9. Outline your supervisor's responsibilities in relation to these goals and objectives.
10. Outline your responsibilities in relation to these goals and objectives.
11. Describe your plan and your supervisor's plan for the documentation of the date, length, method, content, and format of each supervisory meeting and your progress toward the learning goals.
12. Answer the following questions regarding your supervision:
 - a. Describe the schedule for supervision.
 - b. What is the ratio of supervision to direct client contact that you will receive?
 - c. How many supervision hours will be individual?
 - d. Will you receive group supervision? If so, how many supervision hours will be done in group? Also, how many supervisees will be in the group?
 - e. What is the total number of supervision hours you will complete?
13. Describe the plan for documenting your progress toward meeting the required 4000 hours of supervised clinical experience, and the 1500 hours of direct client contact providing substance abuse assessments and treatment.

14. Describe the plan for evaluating your progress in supervision. Periodic written evaluations are encouraged.
15. Describe the plan for notifying the clients that you are practicing under supervision, the limits of confidentiality under supervision, and the name and contact information for your supervisor.
16. Describe the process for renegotiating this plan if warranted, including the need to submit all changes to the board office **within 45 days of the change.**
17. Include your informed consent for your supervisor to discuss supervision or performance issues with your clients, your other addiction counseling or employment supervisors, the board, or any other individual or entity to which either you or your supervisor are professionally accountable.
18. Describe the contingency plans for missed supervision sessions, and supervision while your supervisor is unavailable. Should there be an emergency or crisis and your primary supervisor is unavailable, to ensure supervision is available at all times, provide the name of an emergency supervisor.

Note: An emergency supervisor is someone you would contact in an emergency or crisis if you could not contact your approved clinical supervisor. He/she can be anyone who is clinically licensed because you will not be accruing any supervision towards the LCAC with this person.

A back up supervisor is someone with whom you would meet for supervision if your clinical supervisor is unavailable, either because of an unplanned or extended absence. This person must be approved in writing by the Board.

Anyone whose name is provided in your answer to this question is NOT automatically approved to provide supervision. No hours accrued under this supervisor (or supervisors) may be used toward the required hours for the LCAC unless he/she is approved by completing section IV and V of the training plan or by submitting a training plan amendment after the training plan has been approved. Any supervisor with whom you wish to accrue hours towards the LCAC must be approved by the Board. Approval is provided by submitting the appropriate documentation to the Board.

If there is more than one supervisor each supervisor must complete both sections.

IV. Information regarding supervisor: [Completed by supervisor(s)]

Name _____ Email _____

Agency _____

Address _____

Home Phone _____ Work Phone _____

License Type _____ License Number _____

Issue date _____ Expiration date _____

Were you licensed at the clinical level in a state prior to Kansas? Yes _____ No _____

If yes, state of licensure _____ License type _____

Issue date _____ Expiration date _____

Have you practiced in a position that included assessment, diagnosis, and treatment of substance use disorders, for two years beyond the date of clinical licensure? Yes _____ No _____

If your answer is no, you are not eligible to be a clinical supervisor.

Are you currently under disciplinary investigation, sanction, or practice limitation or any other adverse action imposed by a state credentialing board or professional organization? Yes _____ No _____

If your answer is yes, please explain fully in an attached, signed statement.

V. Information regarding the supervisory relationship: [Completed by supervisor(s)]

Please read K.A.R. 102-7-6 prior to answering the following questions.

1. Per K.A.R. 102-7-6(e)(1) – Do you understand, as a supervisor of a licensee who is seeking clinical licensure, you will have, professional authority over and professional responsibility for the supervisee's clinical functioning in the practice of addiction counseling? Yes _____ No _____

2. Do you have a harmful dual relationship with the supervisee? Yes _____ No _____

3. Do you have knowledge of and experience with the supervisee's client population? Yes _____ No _____

4. Do you have knowledge of and experience with the methods of practice that the supervisee will employ? Yes _____ No _____

5. Do you have an understanding of the organization and administrative policies and procedures of the supervisee's practice setting? Yes _____ No _____

6. Are you a staff member of the practice setting? Yes _____ No _____

If your answer is no, please answer the following five questions:

A. Do you have an understanding of the practice setting's mission, policies, and procedures? Yes _____ No _____

B. Is the extent of your responsibility for the supervisee clearly defined in terms of client cases to be supervised, role in personnel evaluation within the practice setting, and other aspects of the clinical supervision training plan? Yes _____ No _____

C. Is the responsibility for payment of supervision clearly defined? Yes _____ No _____

D. Is the supervisee paying you directly for supervision? Yes _____ No _____

E. Do you maintain responsibility to the client and the practice setting? Yes _____ No _____

7. Will you perform the following?

A. Provide oversight, guidance, and direction for the supervisee's clinical practice of addiction counseling by assessing and evaluating the supervisee's performance? Yes _____ No _____

B. Conduct supervision as a process distinct from personal therapy, didactic instruction, or addiction counseling consultation? Yes _____ No _____

C. Provide documentation of supervisory qualifications to the supervisee? Yes _____ No _____

D. Periodically evaluate the supervisee's clinical functioning? Yes _____ No _____

E. Provide supervision in accordance with the clinical supervision training plan? Yes _____ No _____

F. Maintain documentation of supervision in accordance with the clinical supervision training plan? Yes _____ No _____

G. Provide the documentation required by the board when the supervisee completes the postgraduate supervised professional experience. This documentation shall be submitted on board-approved forms and in a manner that will enable the board to evaluate the extent and quality of the supervisee's professional experience and assign credit for that experience? Yes _____ No _____

H. Provide a level of supervision that is commensurate with the education, training, experience, and ability of both you and the supervisee? Yes _____ No _____

I. Ensure that each client knows that the supervisee is practicing addiction counseling under supervision? Yes _____ No _____

8. Do you have a thorough knowledge and understanding of BSRB statutes and regulations regarding the requirements of post graduate supervision for addiction counselors? Yes _____ No _____

9. Will the supervisee provide you a diagnostic impression based on DSM IV substance use disorder criteria? Yes _____ No _____

**** If your answer is yes, please describe how.****

10. Will the supervisee provide you a treatment recommendation based on DSM IV substance use disorder criteria? Yes _____ No _____

**** If your answer is yes, please describe how. ****

VI. Supervisor's and Supervisee's Attestation:

We, the undersigned supervisee and supervisor, acknowledge that we have both read and agree to all aspects of this plan, and have read and understand the post graduate supervised work experience requirements set forth in regulations. We attest, to the best of our knowledge, that this plan meets the training requirements as outlined in statute and regulation, including the requirements for the provision of psychotherapy and assessment as well as the required supervision. We also attest that the forgoing information constitutes an accurate and honest description of the duties to be performed by the supervisee.

Additionally, the supervisee hereby gives consent to the supervisor to discuss supervision or performance issues with the supervisee's clients, other professionals in the practice setting, the Board, or any other individual to whom either is professionally accountable.

Signature of Supervisee Date

Signature of Supervisor Date

You should receive a written response regarding your clinical training plan from the board office within 30 days. If you have not received a response within 30 days from submission, please contact the board office.

Attention supervisors, for additional information regarding clinical supervision, please see the website at:
www.ksbsrb.ks.gov