

#7: Supervision

What are ODH expectations for supervision in the Help Me Grow Home Visiting Program?



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Response:

HMG Home Visiting Program:

- Supervision is a required and necessary support for Home Visitors.
- All supervision must be documented.
- Home Visitor contractors are required to follow the agency's selected and approved evidence-based home visiting model standards for supervision.
- Supervisors are required to be credentialed with the Ohio Professional Registry. Supervisors are required to have at least a bachelor's degree from a council on higher education accredited college or university in one of the fields of study listed in O.A.C. 3701-8-03.

Model Expectations:

- *Healthy Families America (HFA)* supervision standards include:
 - Regular and Ongoing Supervision
 - Weekly supervision duration requirements are 1.5-2 hours for individual supervision of each fulltime home visitor.
 - Part-time staff supervision should be at minimum 1 hour a week.
 - Supervision is not to be split into more than 2 sessions per week.
 - HFA standards detail weekly supervision provided to ALL staff.
 - Back up supervisor to be in place when supervisors on leave for over 2 weeks in time.
 - The program has policy and procedures to assure that supervisors are held accountable for their quality of work.
 - Program managers are held accountable for the quality of their work and are provided with skill development and professional support.
 - For more information please seek out further guidance from your HFA site self-assessment manual.
- *Nurse Family Partnership (NFP)* supervision expectations include:
 - A full-time nurse supervisor provides supervision to no more than eight individual nurse home visitors.
 - Nurse supervisors provide nurse home visitors clinical supervision with reflection, demonstrate integration of the theories, and facilitate professional development essential to the nurse home visitor role through specific supervisory activities including one-to-one clinical supervision, case conferences, team meetings, and field supervision.
 - Nurse home visitors and nurse supervisors collect data as specified by the Nurse-Family Partnership National Service Office and use Nurse-Family Partnership reports

to guide their practice, assess and guide program implementation, inform clinical supervision, enhance program quality, and demonstrate program fidelity.

- *Parents As Teachers (PAT)* supervision expectations include:
 - It is essential that a maximum of 12 parent educators be assigned to each supervisor or mentor or lead parent educator regardless of whether the parent educators being supervised are full-time or part-time employees. This maximum number of supervisees is based on a full time supervisor/mentor/lead parent educator and should be less if the supervisor/mentor/lead parent educator is not full time.
 - It is essential that each month, parent educators participate in a minimum of two hours of individual reflective supervision and a minimum of two hours of staff meetings. For further information on Supervision refer to PAT Manual.

Questions to Consider for Planning and Programming:

- What resources are available for assistance with Supervision requirements?
 - You may use the Ohio Help Me Grow Supervisor’s Guide Home Visitor Skills Inventory/Service Coordinator Skills Inventory as a resource.
- What recommendations are there for issues regarding leave and vacation of supervisors?
 - You want to ensure that there is a supervisor in place able to provide support for home visiting staff and would be able to act as a billing approver.
- Is time spent on supervision a reimbursable activity?
 - No. The time spent by a Home Visitor accessing supervision is not reimbursable.

Authorizing Rule:

- 3701-8-03(O)
 - Home visiting contractors shall ensure that home visitors are supervised by an individual who is qualified, in accordance with rule 3701-8-03 of the Administrative Code.
 - Supervision includes ensuring that home visitors deliver services in accordance with rules 3701-8-06 to 3701-8-06.2 of the Administrative Code; and Supervision is documented.
- 3701-8-06.2(F)(2)
 - Activities which are not reimbursable in HMG home visiting include, but are not limited to: Time spent in supervision.

Please refer to the evidence-based home visiting model standards for implementation for more information on model specific supervision standards.