

Questions & Answers for Using the New BSPA Clinical Supervision Log “Smart Form”

Q Why was this form developed?

A During the first SLPA Supervision Audit last spring, we found a variety of methods that were being used to track supervision hours. Our goal was to design a form to easily document *and calculate* appropriate amounts and types of SLPA supervision by SLPs.

Q Is use of the form mandatory?

A No. However, the Board has adopted an annual SLPA supervision audit process, so if you do not use this form, you will need to create your own form with the elements required by the Board, and correctly calculate the supervision using a similar method.

Q I’m not very computer-savvy. Is it hard to use?

A We hope not. We asked for input from several SLPs, SLPAs, and Special Education Directors as we developed the form, and incorporated their suggestions. They thought it would be easy to use. If you have any questions, please call Tim Anderson at 971-673-0220.

Q I am an SLPA who is supervised by multiple SLPs. Do I use one form per SLP, or can I use one form per month and have all my supervisors sign the same form?

A The Board intends that supervision requirements are met for each caseload and/or site. So it depends on how your caseload is defined. For example, if you have one caseload, and the supervision for that caseload is shared equally by two part-time SLPs, then use one form. If you work with two separate caseloads (such as at two different schools), then use one form per site. If you work with two caseloads, each of which is supervised by one SLP, then use one form per caseload. If you have any questions, please contact the Board.

Q OK. What I see is a blank Excel table. How do I start?

A At the beginning of each month, the SLPA can download the smart form using this URL: http://www.oregon.gov/BSPA/SLPA_Supervision/BSPA_SLPA_Supervision_Logv1.xls, by clicking on the “Forms” tab on the BSPA website, or you can save a copy onto your desktop. (If an SLPA works at various sites or on unsecure computers, you can copy it onto a jump/thumb drive and carry it with you). Fill in the dates for that month in the first column. Hint: in Excel, you can start by typing the first date of the month, such as

10/1/2009, in the first row, then move your cursor over to the lower right corner of that cell. When the cursor turns into a “+”, left click/hold and drag the cursor down that column to auto-fill the remaining dates in the month. After filling in the dates, you might note weekends, inservice days, vacation days, holidays, or days at a different caseload/site, so that on each form, you are only dealing with the dates you will need to fill in on that form.

Q What if I have more than one clinical activity that I want to document on each day?

A No problem. Go to Insert/Rows, and add a row, fill in the relevant date, and enter the activity you wish to track. You can use this form to document as many specifics as is useful to you; the Board only requires general descriptions of the clinical interaction activity, such as “individual therapy sessions” or “group therapy”, etc.

Q OK, I’ve got my dates filled in on the right number of forms for the month. Now what?

A Each day, just enter the activity and the number of clinical interaction hours, direct supervision hours and indirect supervision hours onto the spreadsheet. The definitions of these terms are in our OARs (on the website under the Statutes/Rules tab) and listed in the excerpts below. The smart form also has reminders! Just roll your cursor over the column heading, and the definition shows on your screen.

Q It’s the third week of the month, and my supervisor has been sick, so we didn’t follow our usual schedule for direct and indirect supervision. How can I be sure that I’ll get in all my required hours this month?

A The smart form re-calculates direct and indirect supervision every time you enter new data. At the top of the form, it will tell you the current percentages. To figure out what you need to do for the rest of the month, you can enter in your expected clinical interaction hours (the denominator) for the remainder of the month, and enter different amounts of expected supervision hours to test if you will meet the requirements by the end of the month. Then make a plan with your supervisor to get in the number of supervision hours you need.

Q It’s the end of the month, and I need to sign off and get my supervisor(s) to sign off. But I don’t see any signature blocks on the Excel form....help!

A Go to File/Print, and print out a hard copy. Fill in your name and license number at the top of the form and then sign/date to the right. We have created signature blocks for two SLPs at the bottom of the page. Each of you should also initial each entry and sign the entire form.

Q Is the Clinical Log the property of the school district or of the SLPA? Who should keep copies?

A The Clinical Log is the property of the SLPA, who must retain it as part of your licensure information for four years. We recommend that the employer/school district and the supervising SLP keep copies for their records as well.

Q Will I be audited for my log forms? When and how?

A The Board just adopted an annual SLPA supervision audit as part of its Key Performance Measures. A baseline audit was completed in spring 2009. Annual audits will take place in the spring. Each SLPA should have their clinical logs readily available for the audit, showing monthly percentages of direct and indirect supervision. If you are audited, copy the requested monthly logs and submit them to the Board.

Q What's attached to this Q&A form?

A Attached are three documents: a blank Excel form, a sample Excel form, and a pdf of how the sample will look when printed. You can play with this calculating feature by adding fictional entries to either the sample or blank document and watching how the form recalculates the supervision to date. The form is flexible to allow more than one entry per day (e.g., if an SLPA wants to document both group and individual sessions in each work day), and to allow for variable numbers of work days per month (e.g., vacation or in-service days).

At the end of each month, the SLPA would go to File/Print, and print a hard copy to be signed by the SLPA and the SLP. The document prints in the format seen in the attached pdf, with a signature block in the footer of each page.

Q I have a hard time remembering all the rules about SLPA supervision. Where are they found?

A Refer to the OARs at http://arcweb.sos.state.or.us/rules/OARs_300/OAR_335/335_095.html. Definitions of Direct and Indirect Supervision and Clinical Interaction are also listed in the OARs. If you have questions about the requirements or the form, please call the Board office at 971-673-0220 or email speechaud.board@state.or.us. Staff are usually available Monday – Thursday.

Here are some reminders about documentation requirements that may be helpful:

- OAR 335-0095-0050 (4)(a) addresses documentation requirements. Supervision should be completed and calculated on a regular basis. *The Board recommends a monthly log that documents appropriate supervision averaged over each month.*

- Generally, an SLPA needs to be supervised for 20% of their time providing clinical interaction services. Of that 20%, 10% of that time should be direct supervision and 10% should be indirect supervision. *To calculate supervision requirements, the denominator should be the number of hours an SLPA spends in clinical interaction (therapy sessions), not the entire work day, nor days off, in-service days, staff meetings, etc.*

For example:

*An SLPA spends 5 hours per day in clinical interaction with students
(5 hours per day) x (5 days per week) = 25 hours per week*

25 hours per week x 4 weeks in a given month = 100 hours per month

Direct time needed for supervision: 10 hours per month

Indirect time needed for supervision: 10 hours per month

- The minimum (10%) direct supervision requirement must be met. However, it is acceptable to have more direct supervision hours as long as the total of the direct and indirect adds up to a minimum of 20% of the clinical interaction hours. *For example, the SLPA above could have 15 hours of direct and 5 hours of indirect supervision, still adding to a total of 20 hours for the month. Note that in the example, there are 80 clinical interaction hours per month that are not supervised either directly or indirectly.*
- SLPAs newly employed in a specific setting have a higher supervision requirement for the first 90 days. *This rule was recently changed to clarify that this requirement would apply if an SLPA has a new job within a single school district. This allows time for the SLPA to get to know the new caseload with closer initial supervision.*

It is acceptable for an SLPA to be supervised by more than 1 SLP. However, the total supervision done by all SLPs needs to be a minimum of 20% (10% direct, 10% indirect) of the SLPA's clinical interaction with students.