

SECTION L		PLAN CHANGE/MODIFICATION	
Supervisor Requirements: OAR 877-020-0012(8) requires LCSW's to have 2 years of post license experience in this or any other state and completed six hours of continuing education courses specific to Supervision and/or Ethics. These hours are good for 5 years from the completion date. A copy of the completion certificate documenting the CE must be on file in the Board office before beginning supervision with a CSWA.			
CHECK ALL BOXES THAT APPLY			
Clinical Social Work Associate:			
<input type="checkbox"/> Same Employment/New Supervisor	<input type="checkbox"/> New Employment/New Supervisor		
<input type="checkbox"/> Adding Group/Same Supervisor	<input type="checkbox"/> New Employment/Same Supervisor		
<input type="checkbox"/> Adding Group/New Supervisor	<input type="checkbox"/> Adding Individual/Same Supervisor		
<input type="checkbox"/> Change in Employment location	<input type="checkbox"/> Adding Individual/New Supervisor		
(No more than 5 people in the group) Number of people in the proposed group _____			
Briefly describe the reason for the change:			

SECTION L		CHANGE IN EMPLOYMENT INFORMATION	
Agency	Phone ()		
Address	Date of Employment		
City	State	Zip	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Position Title:	Briefly Describe Client Population and Your Duties:		

SECTION L			CERTIFICATION SIGNATURES FOR <i>CHANGE IN THE PLAN OF SUPERVISION</i>
_____	Date	_____	Print Name Clearly
CSWA Signature			
_____	Date	_____	Print Name Clearly
LCSW Supervisor Signature			
_____	Date	_____	Print Name Clearly
Administrative Supervisor Signature			

877-020-0000

Definitions

An “agency” is a private or public organization that, through its employees, engages in clinical social work (defined in ORS 675.510 generally characterized by the following:

- (1) Cases are assigned through a central process;
- (2) Billing is centralized and done in the organization's name;
- (3) The organization collects all fees including deductibles and co-payments;
- (4) The organization controls client records and is responsible for their proper storage and destruction;
- (5) The organization controls office space by renting, owning, or leasing it;
- (6) The organization displays its name on the premises so as to be clearly visible to clients;
- (7) The name of the organization is on all forms given to the client;
- (8) The organization maintains the responsibilities for hiring and firing of staff;
- (9) The organization pays the staff for clinical services;
- (10) Supervision of clinical social work associates is provided on a regular basis;
- (11) Evaluation of the competence of social workers who provide social work services at the organization is provided on a regular basis; and
- (12) Policies and procedures of the organization are available in written form for the staff and clients.

877-020-0012

Requirements of Supervision

- (2) Requirements of the supervision.
 - (a) The associate may have one supervisor for individual supervision and a different supervisor for group supervision.
 - (b) The relationship between the supervisor and the associate must be of a professional nature, and the ethical standards for social workers, including standards contained in this division of rules, are applicable to each of them.
 - (c) The supervisor must have the authority to direct the caseload and treatment plans of the associate.
 - (d) In order that the goals of the supervision are reached:
 - (A) The supervisor and associate are expected to discuss cases with each other based on case notes, charts, records, and audio or visual tapes of clients, if available.
 - (B) The associate must present to the supervisor assessments, diagnoses, and treatment plans of clients seen by the associate.
 - (C) The treatment plans presented by the associate must be appropriate, and the supervisor must focus on the therapeutic skill of the associate in promoting change in the client.
 - (D) The supervisor must have the authority to determine the appropriateness of the associate’s client population to the associate’s level of expertise.
 - (e) A licensed clinical social worker or other person authorized by the board who agrees to supervise an associate must:
 - (A) Submit to the board at intervals not to exceed six months an evaluation of the associate’s progress toward completion of the plan, on a form provided by the board.
 - (B) Report to the board in writing immediately in the event the associate is not complying with the plan of practice and supervision.
 - (C) Report to the board in writing immediately in the event the relationship between the supervisor and the associate ends earlier than the date provided for in the Plan.
 - (D) Make other reports as required by the board.