**Supervisor Checklist Tool**

* **Read all *Home Visit Records* before supervision sessions** and note any concerns, celebrations, or areas you’d like to discuss (CHEEERS, use of Reflective Strategies, Parent Survey items, guidance on curriculum, referrals, follow up, etc.) and document discussions in the supervision notebook.
* Keep track of the day and time of all supervisory sessions and tally the percentage quarterly on the *HFO Supervision Log*.
* Document discussions concerning all families on each caseload ***at least monthly*** using the *Family Progress Review* form for each family, specifically what problem solving took place, activities that will be implemented, Reflective Strategies, etc. *Higher risk families should be discussed more frequently.*
* **Review Parent Surveys** with home visitor within one week of their completion:
* Discuss and document strengths/stressors/risks/protective factors
* Create ***Home Visitor Plan – Initial Approach*** with home visitor when you review Parent Survey
* Discuss any immediate concerns that need to be addressed with the family
* Review and document the process and completion of the *Family Values Activity* and *Wishes for my Child Activity*.
* Review and **document level change discussions** based on family progress.
* Discuss ASQ scores, document any discussions regarding areas out of the typical range, referrals to Early Intervention, follow up.
* Review and document support for home visitor when discussing families with Challenging Issues (utilize protocols in PPPM).
* Review and document discussions concerning depression screens for each family, follow up discussions concerning elevated scores, support to home visitor, any referrals provided.
* Review and **document discussions regarding *Family Goal Plans* each month**, help home visitor with creating activities that align with the FGP, barriers, reinforcing strengths, celebrations, implementation of strategies.
* Use reflective practice and parallel process around impact of work.
* Discuss any **Quality Assurance Activities** that are coming up or that have been completed for each home visitor and document discussions:
* Parent Survey IRR’s (2 per year) or in depth Parent Survey review, reviewing content and scoring of draft
* Telephone Surveys (4 per year)
* Home Visit Observations (1 or more per year)
* Parent Survey Observations (1 per year)
* Medicaid Review (2 per year)
* Family File Review (2 times per year for each file)
* Discuss and **document home visit completion rates monthly** with home visitor, review strengths and challenges, problem-solve barriers.
* Discuss and **document training plan** (initial or ongoing professional development) periodically, document trainings that the home visitor has coming up or that need to be completed.
* Provide home visitors with skill development, accountability and professional support, and document discussions on the *General Weekly Supervision* form.
* Review all family files at least every six months, conduct thorough spot checks.
* Review paperwork for all families, more often for home visitors that have challenges with this area.
* It is required that you **document Clinical, Reflective and Administrative components** of your supervisory sessions. There is information in the HFA Best Practice Standards detailing these components.