



## KENTUCKY BOARD OF ALCOHOL & DRUG COUNSELORS

### Supervision Important Information

#### Supervisees - Properly Completing your Supervision “Logs” – Verification of Clinical Supervision Forms:

As a temporary credential holder or licensed associate, you are to maintain ongoing “logs” of the supervision sessions you obtain with your board approved CADC/LCADC supervisor(s) of record. You can find this form at <http://adc.ky.gov> by clicking on the “Applications and Forms” option under “Resources” in the yellow bar across the top of the page. The form is titled “Form 13 Supervision Verification Form”. If you are a Temporary or Registered Alcohol and Drug Peer Support Specialist, then you would use the “Verification of Supervision” form that is within the “Registered Alcohol & Drug Peer Support Specialist” application found on the same page listed above.

1. Both the supervisor and supervisee are to maintain copies of these logs for your own records.
2. The supervisee will submit these logs on an annual basis, along with the “Supervision Annual Report”. Further details about the Annual Reports are to follow.
3. These logs will also be submitted when the supervisee is done completing all of the requirements for registration, certification or licensure, at the time they submit their RADPSS, CADC or LCADC application to the board for approval to take the exam. Therefore, it is important to maintain your own copies along the way.
4. Here is an example of how to properly complete the logs:

#### CORE FUNCTION: CLIENT ASSESSMENT

The process by which a counselor identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of the treatment plan. (Methods of supervision include face-to-face, video, observation, or telephone.)

DATE OF SESSION	LENGTH OF SESSION	METHOD OF SUPERVISION	SUPERVISOR'S SIGNATURE (Must be legible)
12-22-15	1 hour	face-to-face	[Signature] CADC, LCADC
1-9-16	1 hour	face-to-face	[Signature] CADC, LCADC
2-16-16	1 hour	face-to-face	[Signature] CADC, LCADC
3-15-16	1 hour	face-to-face	[Signature] CADC, LCADC
4-26-16	2 hour	face-to-face	[Signature] CADC, LCADC
5-31-16	2 hour	face-to-face	[Signature] CADC, LCADC
6-28-16	2 hour	face-to-face	[Signature] CADC, LCADC

- a. Please note that the supervisor is to sign his/her full name on EACH line.
- b. If the supervisor only signs with his/her initials, the hours may be rejected by the Board.
- c. If the supervisor only signs one line and then draws a line down the whole page, the hours may be rejected by the Board.
- d. Each supervision session should have the date the session occurred, the length of session, and the method of supervision.
- e. Please do not use increments smaller than ½ hour. Keep in mind the Board manually adds up all of your hours, so recording your sessions in smaller increments makes it difficult to calculate and verify your totals.
- f. These logs are to document the hours of supervision obtained with your board approved supervisor(s) of record. This form is NOT to document your work experience or hours that your supervisor is simply in the building or working along-side of you.

5. Here is an example of how NOT to complete your supervision logs:

**CORE FUNCTION: SCREENING**

The process by which a client is determined appropriate and eligible for admission to a particular program.  
(Methods of supervision include face-to-face, video, observation, or telephone.)

DATE OF SESSION	LENGTH OF SESSION	METHOD OF SUPERVISION	SUPERVISOR'S SIGNATURE (Must be legible)
August '17	8 hrs	direct	J.C.B.
Sept. '17	7 hrs		
10-1-17	.1 hrs	phone	
10-3-17	10 min	video	

6. **Definition of “observation” as a method of supervision, “face-to-face”, work experience, and supervision:**

**Observation:** This means the ADC Board approved supervisor of record is watching the supervisee *perform* 1 or more of the 12 core functions (either observing while present in the room, observing via video conference, or through a two-way glass)

**Face-to-face:** This means an in person, face-to-face (not by telephone/not by video conference) meaningful *discussion* between supervisee and supervisor - discussing 1 or more of the 12 core functions. In other words or as an *example*, the ADC Board approved supervisor of record is in person with the supervisee, discussing the week’s clinical activities in an evaluative and supportive manner.

**Observation and face-to-face supervision is not to be confused with work experience or simply a supervisor and supervisee working alongside each other.**

**"Work experience" (not to be confused with clinical supervision)** means the hours spent performing the services, tasks, and reports necessary for providing counseling, intervention, or support services to a person with a substance use disorder or that person's significant others. (201 KAR 35:010, 42 Ky.R. 144; 2034; eff. 2-5-2016.)

## What is Clinical Supervision?

- In accordance with 201 KAR 35:010, Section 1 (9), “clinical supervision” means a disciplined, tutorial process wherein principles are transformed into practical skills, with four overlapping foci: administrative, evaluative, clinical and supportive. (Powell & Brodsky, 2004, p.11).
- These activities are observed/reviewed by the clinical supervisor who provides timely positive and constructive feedback to assist the counselor in the learning process.

## What Supervision Is Not

- “If the alcohol and drug counselor supervisor is in the building you can count those hours towards supervision!”
- Spending the day with the supervisor in a training counts as supervision.
- Chart Audits count as the core function Record Keeping.
- My Supervisor and I work alongside each other daily.....so that's 8 hours of supervision.
- My Supervisor teaches my class.....that's supervision.

## Request to change or terminate your Board-approved supervisory agreement:

**For any requests** to add, change, or remove a supervisor: These requests must be submitted via your online eServices account. **Paper forms will be returned.** 201 KAR 35:070 Section 3(2) states upon a change of supervisor, a new plan for supervision (such as the “Supervisory Agreement” as found in the temporary application packets) shall be submitted by the

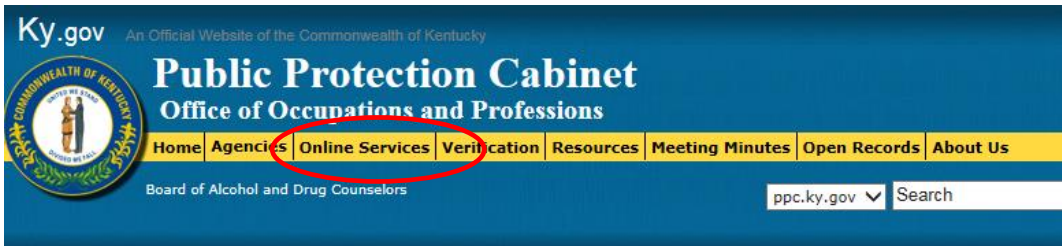


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supervisor and supervisee to the board for approval via your online eServices account. Upon termination of the supervisor-supervisee relationship, the final report of supervision ([Evaluation and Supervision logs as found in the PSS, CADC, and LCADC application packets](#)) shall be submitted to the board within thirty (30) days of the termination *via your eServices online account*. **If the supervisee's only supervisor of record is removed, their credential status will be changed from "Active" to "Not Eligible to Practice" until a new supervisor of record is submitted and board approved.**

### How to Access your Online eServices Account:

Please visit and save <http://adc.ky.gov> as a favorite website on your computer as the Board posts important information here along with all of the Board's current application, laws, and regulation. For your online eServices account, you would then click on "Online Services" and then "eServices" in the yellow bar across the top of the page. If you are licensed with other Boards in our office (i.e. LPC, PSY, or MFT) this is the same account used to access those Boards as well. Some may encounter issues using an Apple or Mac device such as an iPad, iPhone or Mac computer.



### Legal supervision requirements:

Please review in full, the Board's 201 KAR 35:070 Supervision regulation found at <http://adc.ky.gov> by clicking on "Resources" and "Kentucky Administrative Regulations" in the yellow bar across the top of the page. Except as provided in Section 11 of 201 KAR 35:070, a supervisee **shall not continue to practice alcohol and drug counseling** if (a) the conditions for supervision set forth in the supervisory agreement are not followed; (b) there is a death or serious illness of the board-approved supervisor that results in the supervisor not being able to provide supervision; or (c) the supervisory agreement is terminated by the board, the board-approved supervisor, or the supervisee for any reason other than the extenuating circumstances that allow temporary supervision in Section 11 of 201 KAR 35:070.

As an example, if the supervisee is not receiving at least 2 hours every 2 weeks from their board approved supervisor of record (the minimum amount of supervision, as outlined in 201 KAR 35:070), then the supervisory agreement should be terminated. The supervisee may resume the agreement when they are able to receive the minimum amount of supervision along with board approval to resume supervision.

### Submitting Supervision Annual Report & Supervision Annual Logs

Annual documentation is due on an annual basis, based off of the anniversary date of the issuance of the temporary or associate credential via the supervisee's online eServices account. Paper reports will be returned. Both the supervisor and supervisee are responsible to ensure the documents are properly submitted. Annual Report Forms to Submit and Where to Locate the Forms:

- **The Supervision Logs/Form 13 Supervision Verification Form** is located on the "Applications and Forms" page at <http://adc.ky.gov>, under "Resources" at the top of the page. Temporary or Registered Alcohol and Drug Peer Support Specialists may use the "Verification of Supervision" form that is within the "Registered Alcohol & Drug Peer Support Specialist" application found on the same page listed above.

- **The Annual Report/Form 14 Supervision Annual Report** is also located on the “Applications and Forms” page at <http://adc.ky.gov>, under “Resources” at the top of the page.
- Supervisees with annual reports due are to submit documentation *via their eServices online account* found at <http://adc.ky.gov> by clicking on “Online Services – eServices” in the yellow bar across the top of the page. Once logged in, select the “Supervision” option on the main page. You should see your board approved supervisor(s) listed. Under your supervisor(s), you will first need to change the drop down box to “Annual Report” and upload Form 14. Then, change the drop down box to “Supervision Logs” and upload Form 13. Should the Board request additional documentation, following the next regularly scheduled meeting of the Board (or the following meeting), the supervisee should receive email correspondence regarding their annual report stating the Board’s request for additional information. If the supervision annual report is received and accepted, the supervisee will receive such approval email correspondence.

### **Temporary Credentials Expire after 2 years. If you need more time to be under your Temporary Credential, here are instructions to request a two year extension:**

1. It is recommended to submit this request online via your eServices account 1-2 months **prior** to your expiration date, so you can obtain the approval for your extension prior to it expiring. There is no grace period. If your temporary credential expires, then you will **NOT be eligible to engage in the practice of alcohol and drug counseling**, nor the practice of engaging in peer support services. You also will not be able to accrue any supervision hours.
2. To access your online account, you may go here to log in: <http://adc.ky.gov> and click on “Online Services” and “eServices” in the yellow bar across the top of the page.
3. If you need assistance with your username or password, please contact the Board office or call 502-564-3296.
4. Click on “License Renewal/Extension” on the main page, Select your temporary credential and then “RENEW”
5. **No fee** is needed; the amount will show **zero dollars**
6. It will ask for you to update your personal information including entering your birthdate if we do not already have it on file. You must select “YES” or “NO” by the question “*Do you wish to update your address, phone, email, or birthdate?*” Then, scroll all the way down the bottom of the page and click “Continue” to save the changes.
7. **No continuing education is required** for temporary credential holders. You will not have to enter any CEU’s.
8. You will need to **upload your supervision session logs**, for the last year leading up to the expiration of your temporary credential. Please use **Form 13 Verification of Supervision Logs** to document such, with supervisor’s signatures, scan and save it to your computer so you can upload it here. You can find Form 13 by visiting <http://adc.ky.gov> and clicking on “Resources” and “Applications & Forms” in the yellow bar across the top of the page. Temporary and Registered Alcohol and Drug Peer Support Specialists may use the “Verification of Supervision” form that is within the “Registered Alcohol & Drug Peer Support Specialist” application.
9. **Your board approved supervisor(s) of record will also need to log into his/hers own eServices online account and select the “Supervision” option on the main page to approve and sign off** on your extension request. Please have your supervisor email our Board Administrator (whose contact information is found at <http://adc.ky.gov>) directly if he/she needs any assistance with this step.
10. Your request will need to go before the Board for review and approval at one of their regularly scheduled monthly board meetings (see item #1, above).
11. If approved, you will receive an email stating your credential has been renewed for an additional 2 years. If not, we will email you with reasoning why or request additional information. If you are not approved for an extension, you are welcome to re-apply for the temporary credential along with the \$50 fee.

### **As a reminder, all credential holders should ensure personal and business contact information is up to date with the Board:** Visit <http://adc.ky.gov> and clicking on “Online Services” – “eServices” at the top of the page.

Here, you may view a current list of your supervisors/supervisees and update the Board with any change of supervisor/supervisee, address, employer, name, and e-mail so you may receive pertinent Board information.

**For questions:** Please contact our Board Administrator, whose contact information is found at <http://adc.ky.gov>