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| APPROVED BY:  Director | SUPERSEDES 106.08 08/01/1996 | ORIGINAL ISSUE DATE 11/01/1995 | DISTRIBUTION LEVEL(S) 1 |

PURPOSE

- 1.1 To establish the structure of Clinical Supervision for the Los Angeles County Department of Mental Health (LACDMH/Department) workforce.

DEFINITIONS

- 2.1 **Administrative Supervisor:** An individual to whom the workforce member reports within the LACDMH program structure.
- 2.2 **Clinical Supervisor:** The administrative supervisor or his/her designee qualified to review and monitor aspects of the workforce member's clinical services.

POLICY

- 3.1 It is the policy of LACDMH to ensure that all workforce members will receive required clinical and administrative supervision. All workforce members requiring clinical supervision will receive administrative supervision and clinical supervision for clinical services they provided.
 - 3.1.1 Administrative supervision consists of interactions by the administrative supervisor or his/her designee with the workforce member for the purpose of ensuring compliance with Departmental policy and procedures and gathering information leading to the yearly evaluation of that performance as required by LACDMH Policy No. 606.01, Performance Evaluations (Reference 1).
 - 3.1.2 Clinical supervision consists of interactions by the administrative supervisor or his/her designee with the workforce member for the purpose of evaluating clinical service delivery and the maintenance and/or improvement of the quality of the services provided.



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

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3.2 The program manager will be responsible for ensuring compliance with supervision procedures.

PROCEDURE

4.1 Responsibilities of the Clinical Supervisor

4.1.1 To inform the administrative supervisor, if different than the clinical supervisor, of the workforce member’s performance including how such performance does or does not meet Departmental clinical practice expectations or clinical documentation requirements.

4.1.2 To prepare and submit periodic reports and input for the performance review process to the administrative supervisor as established by the program manager or administrative supervisor, verifying the clinical supervision provided to the workforce member.

AUTHORITY

1. LACDMH Administrative Directive

REFERENCE

1. LACDMH Policy No. 606.01, Performance Evaluations

RESPONSIBLE PARTY

LACDMH Office of the Medical Director