## 148E,125 DOCUMENTATION OF SUPERVISION.

Subdivision 1. **Supervision plan.** (a) A social worker must submit, on a form provided by the board, a supervision plan for meeting the supervision requirements specified in sections 148E.100 to 148E.120.

- (b) The supervision plan must be submitted no later than 60 days after the licensee begins a social work practice position after becoming licensed.
- (c) For failure to submit the supervision plan within 60 days after beginning a social work practice position, a licensee must pay the supervision plan late fee specified in section 148E.180 when the licensee applies for license renewal.
- (d) A license renewal application submitted according to paragraph (a) must not be approved unless the board has received a supervision plan.
  - (e) The supervision plan must include the following:
- (1) the name of the supervisee, the name of the agency in which the supervisee is being supervised, and the supervisee's position title;
  - (2) the name and qualifications of the person providing the supervision;
- (3) the number of hours of one-on-one in-person supervision and the number and type of additional hours of supervision to be completed by the supervisee;
  - (4) the supervisee's position description;
  - (5) a brief description of the supervision the supervisee will receive in the following content areas:
  - (i) clinical practice, if applicable;
  - (ii) development of professional social work knowledge, skills, and values;
  - (iii) practice methods;
  - (iv) authorized scope of practice;
  - (v) ensuring continuing competence; and
  - (vi) ethical standards of practice; and
  - (6) if applicable, a detailed description of the supervisee's clinical social work practice, addressing:
  - (i) the client population, the range of presenting issues, and the diagnoses;
  - (ii) the clinical modalities that were utilized; and
- (iii) the process utilized for determining clinical diagnoses, including the diagnostic instruments used and the role of the supervisee in the diagnostic process.
  - (f) The board must receive a revised supervision plan within 60 days of any of the following changes:
  - (1) the supervisee has a new supervisor;
  - (2) the supervisee begins a new social work position;
  - (3) the scope or content of the supervisee's social work practice changes substantially;

- (4) the number of practice or supervision hours changes substantially; or
- (5) the type of supervision changes as supervision is described in section 148E.100, subdivision 3, or 148E.105, subdivision 3, or as required in section 148E.115.
- (g) For failure to submit a revised supervision plan as required in paragraph (f), a supervisee must pay the supervision plan late fee specified in section 148E.180, when the supervisee applies for license renewal.
  - (h) The board must approve the supervisor and the supervision plan.
  - Subd. 2. [Never effective, 2007 c 123 s 88; 2009 c 157 art 3 s 48]
- Subd. 3. **Verification of supervised practice.** (a) The board must receive verification of supervised practice when:
  - (1) the licensee submits the license renewal application form; or
- (2) an applicant applies for a license as a licensed independent social worker or as a licensed independent clinical social worker.
- (b) When verification of supervised practice is required according to paragraph (a), the board must receive from the supervisor the following information on a form provided by the board:
- (1) the name of the supervisee, the name of the agency in which the supervisee is being supervised, and the supervisee's position title;
  - (2) the name and qualifications of the supervisor;
  - (3) the number of hours and dates of each type of supervision completed;
  - (4) the supervisee's position description;
- (5) a declaration that the supervisee has not engaged in conduct in violation of the standards of practice specified in sections 148E.195 to 148E.240;
- (6) a declaration that the supervisee has practiced ethically and competently according to professional social work knowledge, skills, and values;
  - (7) a list of the content areas in which the supervisee has received supervision, including the following:
  - (i) clinical practice, if applicable;
  - (ii) development of professional social work knowledge, skills, and values;
  - (iii) practice methods;
  - (iv) authorized scope of practice;
  - (v) ensuring continuing competence; and
  - (vi) ethical standards of practice; and
  - (8) if applicable, a detailed description of the supervisee's clinical social work practice, addressing:
  - (i) the client population, the range of presenting issues, and the diagnoses;
  - (ii) the clinical modalities that were utilized; and

- (iii) the process utilized for determining clinical diagnoses, including the diagnostic instruments used and the role of the supervisee in the diagnostic process.
- (c) The information provided on the verification form must demonstrate to the board's satisfaction that the supervisee has met the applicable supervised practice requirements.
- Subd. 4. **Alternative verification of supervised practice.** Notwithstanding the requirements of subdivision 3, the board may accept alternative verification of supervised practice if a supervisee demonstrates to the satisfaction of the board that the supervisee is unable to locate a former supervisor to provide the required information.

**History:** 2007 c 123 s 88,138; 2009 c 157 art 3 s 42,43,49

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