

List Active Staff, adding new as necessary

Copy & Paste staff to inactive when they leave to keep historical record for the year

Agency: Happy Junction
 Director: Sherman Schwartz
 Array: ISDE, Wellness

Date	Supervision Hours	Notes	Staff Able to Provide Clinical Supervision or Require Clinical Collaboration				Staff Requiring Clinical Supervision							Inactive/Discontinued Staff		
			Prof. Hinkle PhD				Gilligan	Skipper	Mary Ann	Ginger	Thurston	Lovie		Betty Jo	Bobbi Jo	Billie Jo
	788.5	Total Direct Hours Worked	0.0	0.0	0.0	0.0	255.0	235.0	128.0	115.5	45.0	10.0	0.0	99.5	100.0	85.5
		January - March					120.0	115.0	63.0	52.0	22.0	1.0		99.5	100.0	85.5
		April-June					135.0	120.0	65.0	63.5	23.0	9.0				
		July-September														
		October-December														
		Total Supervision Hours	9.0	0.0	0.0	0.0	9.0	9.0	7.0	3.0	3.0	2.0	0.0	5.0	4.0	2.0
10	9.0	Supervision Hours Required	0.0	0.0	0.0	0.0	8.5	7.8	4.3	3.9	1.5	0.3	0.0	3.3	3.3	2.9
01/15/19	1.0	Case Consult: DX, LT, JS	X				X	X						X	X	
01/30/19	1.0	Trauma Informed Practices	X				X	X	X	X	X	X		X	X	X
02/15/19	1.0	Case Consult: TJ, BJ, RJ	X				X	X	X					X	X	
02/28/19	1.0	Case Consult: DX, TJ, RB	X				X	X	X	X	X			X		X
03/15/19	1.0	Case Consult: LB, JF, FD	X				X	X	X					X	X	
03/30/19	1.0	Mandated Reporting scenarios	X				X	X		X	X	X				
04/15/19	1.0	Case Consult: TX, JD, BK	X				X	X	X							
04/30/19	1.0	Case Consult: PT, RJ, DX	X				X	X	X							
05/15/19		*Professor out sick*														
05/30/19	1.0	Case Consult: LT, JS, TJ	X				X	X	X							

Keep ongoing running roster of dates, times, topics, and staff attended. Submit most recent version to contracting each quarter.

Agency Responsibilities to Complete:

- Keep staff list updated
- Update total CCS hours worked each quarter
- Keep ongoing record of supervision dates, time, brief notation, and attendance roster
- Maintain source documentation of meeting notes and sign-in sheets to support master list log

Excel Tool will auto-calculate:

- total staff hours worked for the year
- total hours of supervision needed
- total hours of supervision attended
- highlight staff that are behind in supervision hours