

Log Maintained by Supervisors on Supervisory Activities

DRAFT

11/7/2011

Supervisor Log Draft: 11/03/11

Note: This document will continue to be revised. We will add information such as:

- Clear, specific operational definitions of terms that are understandable/compatible with all models.
- Instructions for completing the log.
- Skip patterns.

Each supervisor will be prompted once a week to complete a log for *each* home visitor for the following variables. Data will be collected using checkboxes, dropdown boxes, etc.

❖ Supervisor ID: _____

❖ Home Visitor ID: _____

If the supervisor did not provide supervision to the home visitor during the previous week, the supervisor will check off a box (*or through drop-down menu*) that there was no interaction.

No supervisory/consultation session with home visitor during past 7 days.

If supervisor checks this box, new options will pop-up (*drop-down, select one*)

- Home visitor is no longer employed by project or does not service study participants anymore
- Home visitor or supervisor conflict (scheduling, sick time, vacation leave, etc.)
- No scheduled supervisory session

INDIVIDUALIZED SUPERVISION/CONSULTATION OF HOME VISITOR

For each home visitor that received **individualized** supervision during the week, the supervisor will provide:

1. Date of individual supervision: _____
2. Length of individual supervision (*min.*): _____
3. Observation of home visit with family (*select one, Y/N*)

If supervisors selected *Yes*, they will provide the following information for the observation:

- a. Date of the observation _____
- b. In-person or video-taped (*select one*)
- c. Length of the observation (*min.*) _____

Implementation Study – Log Maintained by Supervisors on Supervisory Activities

d. Formal instrument used? (select one, Y/N/Unknown)

a. If Yes, name of instrument: _____

e. Feedback provided during observation? (select one, Y/N/Unknown)

For each home visitor that received individualized supervision during the week, the supervisor will complete the following table. These categories will be checkboxes and will allow the supervisor to select both the type/topic of the supervision/consultation and the strategy or technique they used with the home visitor. The cells shaded in gray indicate strategies that would not be appropriate for the indicated supervision topic.

	Provided visual or written materials to home visitor	Provided feedback on observation of home visitor	Engaged in verbal discussion (in-person or telephone) with home visitor	Modeled for home visitor (live or video)	Engaged home visitor in role playing or rehearsal	Engaged home visitor with reflective practice
1. Client Status. ¹						
2. Planning/Problem-solving re: client issues. ²						
3. Planning/Problem-solving re: home visitor logistical (concrete?) issues						
4. Planning/Problem-solving re: secondary trauma of home visitor. ³						
5. General home visitor performance review						
6. General administrative topics/issues						

¹ May include general update on family status, progress, limitations, etc.

² May include issues client crises, referral needs, etc.

³ May include home visitor burn-out, dealing with stress, coping strategies, etc.

GROUP SUPERVISION OF HOME VISITORS

For each **group** supervision/consultation session conducted during the week, the supervisor will provide:

1. Date of group supervision/consultation: _____
2. Home visitors present (names/IDs): _____
3. Length of group supervision/consultation (min.): _____

These categories will be checkboxes and will allow the supervisor to select both the type/topic of the supervision/consultation and the strategy or technique they used with the group of home visitors. The cells shaded in gray indicate strategies that would not be appropriate for the indicated supervision topic.

	Provided visual or written materials to home visitor	Engaged in verbal discussion (in-person or telephone) with home visitors	Modeled for home visitors (live or video)	Engaged home visitors in role playing or rehearsal	Engaged home visitors with reflective practice
1. Client Status					
2. Planning/Problem-solving re: client issues					
3. Planning/Problem-solving re: home visitor logistical (concrete?) issues					
4. Planning/Problem-solving re: secondary trauma of home visitors					
5. General administrative topics/issues					

TRAININGS ATTENDED BY SUPERVISOR

Supervisors will select whether they attended any professional trainings during the last 7 days:

- No, did not attend any training during past 7 days.
- Yes, attended one or more trainings during past 7 days.

If supervisors selected Yes, they will provide the following information for each training they attended (drop-down list):

1. Topic(s) covered by training (*drop-down, select all that apply*)
 - Prenatal health/care
 - Alcohol and other drug use
 - Cigarette use
 - Mental health
 - Stress/anger management
 - Domestic violence
 - Caregiver relationships
 - Parenting behavior
 - Employment/job skills
 - Literacy/academic achievement
 - Economic management/ financial self-sufficiency
 - Finding alternate caregivers
 - Child health and development
 - Public/governmental assistance
 - Other _____
2. Length of the training (*min.*) _____
3. Teaching modalities (*drop-down, select all that apply*):
 - Web-based training/Webinar
 - Reading/manual training
 - In-person didactic/lecture
 - In-person demonstration by trainer/educator
 - In-person discussion and/or question and answer
 - In-person role playing/practice/behavioral rehearsal by trainees
 - If yes, was there an observation of the role play or rehearsal? (*select one, Y/N/Unknown*)
 - If yes, were there set performance criteria? (*select one, Y/N/Unknown*)
4. Evaluation methods used during training (*drop-down, select all that apply*):
 - Written Pretest
 - Written Post-test
 - Self-Assessment

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- N/A

If the home visitor attended more than one training during the past 7 days, they would be able to select additional training topics here. This would prompt the same set of variables for the first training.