

FSW Supervision Binder Organization

1) General FSW Supervision Documentation (discussions not related to families)

2) NPC Home Visit Completion / Case Load Management Form (4-2.b)

3) Family Tabs – One tab for each active family

- a. Family Progress Documentation (specific to each family)
- b. Case Plan
- c. IFSP & Kempe (copies - optional)
- d. Child Abuse Reports

4) Quality Assurance

- a. Observation of Home Visits
- b. Inter-rater Reliability
- c. Phone Surveys

5) Professional Development/Training

- a. Individual Training Plan
- b. Orientation Documentation

Closed supervision records – Move from three-ring binder (with the tab dividers) to a manila file folder.

Supervisory Calendar

Oct Jan Apr Jul Monitor home visit completion rates (4.2-b) **(quarterly)**

Sept Mar Telephone Surveys (2 per FSW) **(every 6 months)**

May and/or Nov Shadow FSW on HV **(annually)**

May and/or Nov Shadow FSW on Kempe **(annually)**

Inter-rater reliability on shadowed KEMPES **(annually)**

June Dec Review Training Log/Tracker **(every 6 months)**