Administrative & Clinical Supervision Definitions and Minimum Requirements

Minimum Regular Supervision

- Counselor Assistant – Minimum of weekly Administrative Supervision by a minimum of a CASAC Level 2 or other QHP (at least 1 one-on-one meeting per month).
- CASAC Trainee – Minimum of weekly Clinical Supervision meetings by an Advanced or Master Level Counselor (at least 2 one-on-one meetings per month).
- Provisional QHP – Minimum of weekly Clinical Supervision meetings by an Advanced or Master Level Counselor (at least 1 one-on-one meeting per month).
- CASAC – Minimum of weekly Clinical Supervision meetings by an Advanced or Master Level Counselor (at least 1 one-on-one meeting per month).
- CASAC Level 2 or Other QHP – Minimum of weekly group Clinical Supervision meetings by an Advanced or Master Level Counselor.
- Advanced Counselor – Minimum of Peer supervision (2 times/month) with other Advanced or Master Level Counselor(s).
- Master Counselor – Minimum of Peer supervision (once/month) with other Advanced or Master Level Counselor(s).

*Regular supervision meetings must be in addition to case conferences and must cover transference, countertransference, ethics and boundaries.

Minimum Intensive Supervision

Counselor Assistant – Regular Supervision requirements plus:

- Intermittent direct observation by minimum of a CASAC Level 2 or QHP level Counselor at least quarterly.
- Must discuss intensive level functions at each supervisory meeting.
- CASAC Level 2 or QHP always present or on call.

CASAC Trainee – Regular Supervision requirements plus:

- Intermittent direct observation at least quarterly by minimum of an Advanced or Master Level Counselor.
- Must discuss intensive level functions at each supervisory meeting.
- Advanced or Master Level Counselor always present or on call.

Other Considerations:

- All Advanced and Master Counselors (Clinical Supervisors) must take the OASAS approved 30 Hour Clinical Supervision Foundations I &II training.
- Allocation of Time for Supervision – U.S. Substance Abuse and Mental Health Services Administration’s Center for Substance Abuse Treatment’s TIP 52 recommends 20:1 (client hours to supervision time).
- Weekly, regularly scheduled one-on-one meetings with appropriate Supervisor recommended for optimal staff wellness and reduction of risk for vicarious traumatization.
- Intermittent co-facilitation and direct observation is a best practice.
- Monitoring of evidence based practices to ensure fidelity.
- All Clinical Supervisors are required to be Advanced or Master Counselors.
- All Administrative Supervisors are required to be CASAC Level 2s or other QHPs.
- Grandparenting only applies to current Clinical Supervisors who don’t already meet the Advanced Counselor requirements which are CASAC or other QHP & Bachelor’s Degree.