

STATE BOARD OF PSYCHOLOGY of OHIO

POLICY AND PROCEDURE MANUAL

SECTION 1: SUPERVISION

POLICY 1.2: AUTHORITY TO EXCEED FOUR PSYCHOLOGICAL SUPERVISEES

PRIOR EFFECTIVE DATE: APRIL 30, 2013

AMENDED AND EFFECTIVE: DECEMBER 2, 2013

REVIEWED AND APPROVED

President

Date

Executive Director

Date

REFERENCE: OAC 4732-13-04 (B) (8); Meeting minutes April 29-30, 2013; Meeting minutes December 2, 2013

POLICY

All licensees wishing to concurrently supervise an excess of four (4) unlicensed supervisees shall make application to the Board and seek express permission to exceed the limit of four prior to proceeding. Pursuant to OAC 4732-13-04 (B) (8) the Board establishes that this policy and the attached guidelines and decision tree provide for decision-making by the licensee and by Board staff relative to the appropriateness of engaging in the supervision of individuals in excess of the limit of four supervisees.

PROCEDURES

- 1) Licensees desiring to supervise more than four unlicensed individuals in work or training supervision shall receive written authorization by the Board after applying for such authority on the prescribed form. Licensees will receive written approval, denial, or request for additional information from the Board administrative staff and shall wait for such prior to proceeding to supervise more than four individuals.
- 2) Prescribed form. This form, the Request for Authorization to Exceed Four Supervisees shall be completed and forwarded to the Board office for advance express permission of the Board. The form is available on the Board's website under "Supervision" and follows this page.
- 3) Office review of the Request for Authorization to Exceed Four Supervisees. Forms received by the Board are date stamped by the Administrative Professional 2 (AP2), who then gives the request to the Executive Director for review and action. When the Board staff identifies deficiencies or ambiguities, the licensee shall be contacted by the AP2 or Executive Director to clarify the content of the form to ensure compliance with law and regulatory requirements.
- 4) Delegated Psychological Services: Refer to attached guidelines and decision tree to make such decisions.

Guidelines for Licensees and Board with Regard to Requests to Exceed Four Supervisees

<i>Setting</i>	<i>Service Delivery Model</i>	<i>Guidelines for Maximum Number of Client Hours Supervised</i>	<i>Guidelines for Maximum Number of Supervisees</i>
Independent individual or group practice	Individual or group outpatient services	No more than 150 hours of direct client service per week, including services delivered by the supervisor	In this setting and service delivery model, generally a total of 6 supervisees is considered the maximum
Approved educational agency, habilitation center, residential treatment center or independent individual or group practice providing services in varied settings	Individual or group psychological services; in patient consultation; psychological evaluation; applied behavior analysis	No more than 150 hours of direct client service per week, including services delivered by the supervisor	In this setting and service delivery model, generally a total of 6-8 supervisees is considered the maximum
Approved educational agency habilitation center, residential treatment center or independent individual or group practice providing service in varied settings.	Delegation of highly specific limited interventions or training activities.	No more than 150 hours of direct client service per week including services delivered by the supervisor	In this setting and service delivery model generally a total of 25 supervisees is considered the maximum

The above criteria may also be adjusted by:

1. Complexity of clients
2. Training and education of supervisees
3. Specificity and level of interventions
4. The number of hours the supervisor is on site

Ohio Board of Psychology
Request for Authorization to Exceed Four Psychological Supervisees
Supervision: 614-466-8808 psy.sup@psy.ohio.gov

Please Note: Recent Board policy changes require that the supervisor's weekly client hours added to each supervisee's weekly direct client contact shall be limited to 150 hours maximum.

Supervisor identifying information and average weekly client contact

All information is required

Supervisor: _____	License # _____
PLEASE PRINT CLEARLY	
Address where supervised services rendered (or main office if home-based services): _____	
(SUPERVISOR MUST HAVE A PRESENCE AND AUTHORITY TO MANAGE THE SUPERVISEE IN THIS SETTING)	
Telephone: _____	Email: _____
Supervisor's total average <u>client contact hours per week</u>:	<div style="border: 2px solid black; width: 80px; height: 80px; margin: 0 auto;"></div>

Instructions:

- 1) OAC 4732-13-04 (B) (8) requires advance written authorization to exceed four psychological supervisees.
- 2) All individuals under Training or Work supervision must be registered with the Board on a Supervisee Registration Form (SRF).
- 3) Complete this form in its entirety and attach additional forms as necessary. Include SRF's for new registrants.
- 4) List the name, highest degree/area, delegated psychological hazardous practices (activities), and average weekly client hours in the box.
- 5) Add the numbers in the boxes and ensure that the total is 150 hours or less before submitting to the State board for consideration.
- 6) Mail: State Board of Psychology 77 S. High St. Suite 1830 Columbus OH 43215-6108
- 7) Fax: 614-728-7081
- 8) Submit scan electronically to: psy.sup@psy.ohio.gov

List of All Requested Supervisees

All information is required

Name	Degree/Area	Supervised Psych Services	Avg. Client Hours/Wk.
1) _____	_____	_____	<input style="width: 50px; height: 40px;" type="checkbox"/>
<input type="radio"/> Training <input type="radio"/> Work <input type="radio"/> Currently registered <input type="radio"/> New request Supervision: ___hrs/wk 1:1 ___hrs/wk group			

Name	Degree/Area	Supervised Psych Services	Avg. Client Hours/Wk.
2) _____	_____	_____	<input style="width: 50px; height: 40px;" type="checkbox"/>
<input type="radio"/> Training <input type="radio"/> Work <input type="radio"/> Currently registered <input type="radio"/> New request Supervision: ___hrs/wk 1:1 ___hrs/wk group			

Name	Degree/Area	Supervised Psych Services	Avg. Client Hours/Wk.
3) _____	_____	_____	<input style="width: 50px; height: 40px;" type="checkbox"/>
<input type="radio"/> Training <input type="radio"/> Work <input type="radio"/> Currently registered <input type="radio"/> New request Supervision: ___hrs/wk 1:1 ___hrs/wk group			

Name	Degree/Area	Supervised Psych Services	Avg. Client Hours/Wk.
4) _____	_____	_____	<input style="width: 50px; height: 40px;" type="checkbox"/>
<input type="radio"/> Training <input type="radio"/> Work <input type="radio"/> Currently registered <input type="radio"/> New request Supervision: ___hrs/wk 1:1 ___hrs/wk group			

Name	Degree/Area	Supervised Psych Services	Avg. Client Hours/Wk.
5) _____	_____	<input type="checkbox"/>	
<input type="radio"/> Training <input type="radio"/> Work	<input type="radio"/> Currently registered <input type="radio"/> New request	Supervision: ____hrs/wk 1:1 ____hrs/wk group	

Name	Degree/Area	Supervised Psych Services	Avg. Client Hours/Wk.
6) _____	_____	<input type="checkbox"/>	
<input type="radio"/> Training <input type="radio"/> Work	<input type="radio"/> Currently registered <input type="radio"/> New request	Supervision: ____hrs/wk 1:1 ____hrs/wk group	

Name	Degree/Area	Supervised Psych Services	Avg. Client Hours/Wk.
7) _____	_____	<input type="checkbox"/>	
<input type="radio"/> Training <input type="radio"/> Work	<input type="radio"/> Currently registered <input type="radio"/> New request	Supervision: ____hrs/wk 1:1 ____hrs/wk group	

Name	Degree/Area	Supervised Psych Services	Avg. Client Hours/Wk.
8) _____	_____	<input type="checkbox"/>	
<input type="radio"/> Training <input type="radio"/> Work	<input type="radio"/> Currently registered <input type="radio"/> New request	Supervision: ____hrs/wk 1:1 ____hrs/wk group	

Name	Degree/Area	Delegated Psych Services	Avg. Client Hours/Wk.
9) _____	_____	_____	<input style="width: 40px; height: 40px;" type="text"/>
<input type="radio"/> Training <input type="radio"/> Work <input type="radio"/> Currently registered <input type="radio"/> New request		Supervision: ____hrs/wk 1:1 ____hrs/wk group	

Name	Degree/Area	Delegated Psych Services	Avg. Client Hours/Wk.
10) _____	_____	_____	<input style="width: 40px; height: 40px;" type="text"/>
<input type="radio"/> Training <input type="radio"/> Work <input type="radio"/> Currently registered <input type="radio"/> New request		Supervision: ____hrs/wk 1:1 ____hrs/wk group	

Total average client contact hours per week (all boxes summed):

(150 Maximum)

(Insert additional copies of page 4 or 5 as needed)

Attestation

I have read Board Policy 1.2, *Guidelines for Licensees and Board with Regard to Requests to Exceed Four Supervisees*, and the “decision tree” attached to this request. I request written authorization from the State board to exceed four supervisees. I understand that advance written authorization is required and that processing can take up to two weeks. **I have added the total number of weekly client contact hours and they total 150 hours of less.** I attest that this information is true and accurate to the best of my knowledge and that the work of each supervisee will comply with the supervision rule in OAC 4732-13-04 (B) and (C) available through the Board’s homepage at www.psychology.ohio.gov

Supervisor Name Printed

Supervisor Signature

License

Date

Guidelines for Licensees with Regard to the Delegation of Psychological Services

“Decision Tree”

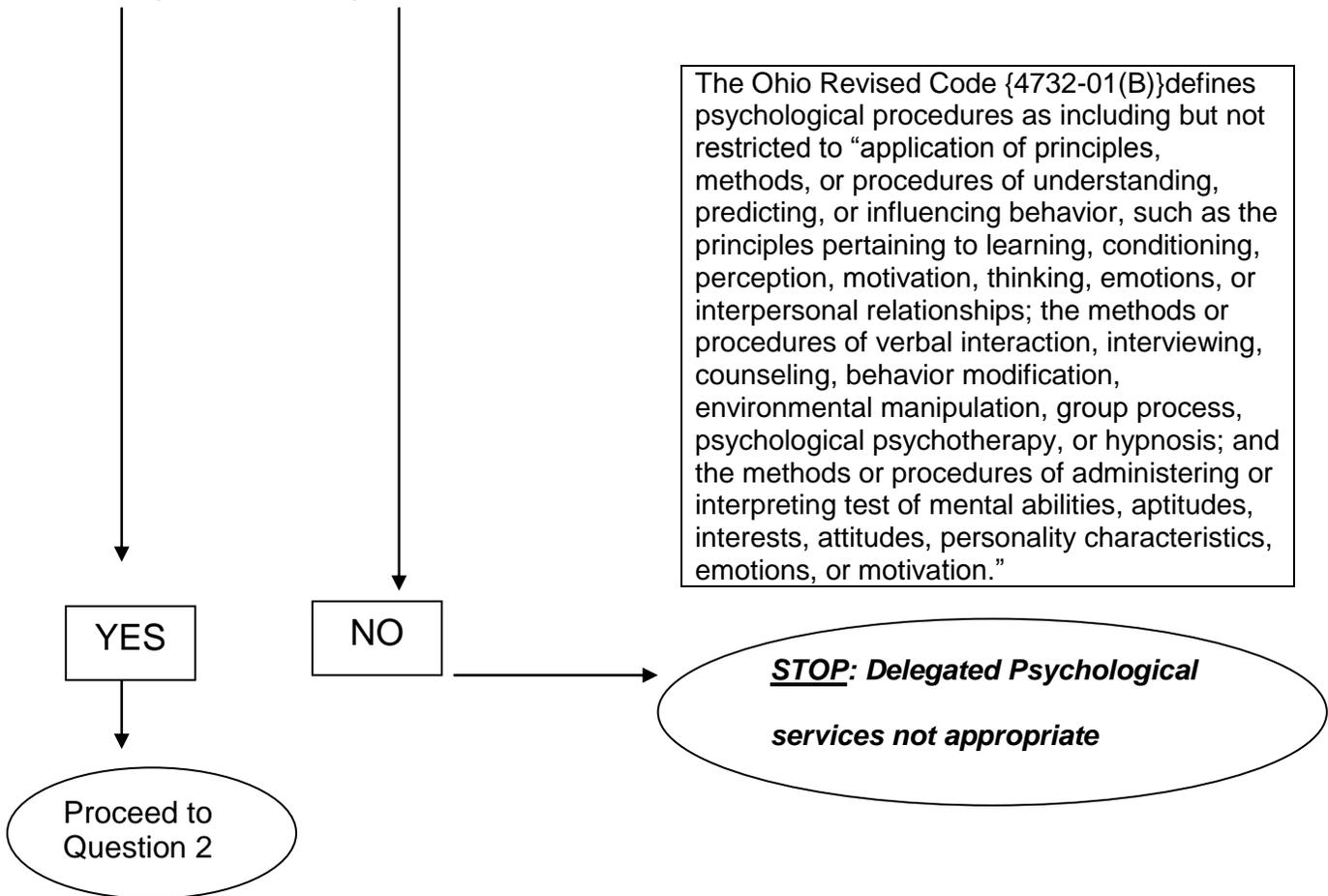
Introduction: These guidelines were developed to assist licensees in determining when and how to delegate psychological services in a manner that is consistent with the Ohio Psychology Laws and Rules Governing Psychologists and School Psychologists. Sections of the Ohio Revised Code that are of most relevance to the issue of delegated psychological services are cited below. Licensees are expected to be familiar with and abide by all Ohio Psychology Laws and Rules Governing Psychologists and School Psychologists.

Section 1: Determining whether the procedures in question are appropriate for delegation

Question 1

Are the procedures that are being considered for delegation psychological in nature?

The Ohio Revised Code {4732-01(B)} defines psychological procedures as including but not restricted to “application of principles, methods, or procedures of understanding, predicting, or influencing behavior, such as the principles pertaining to learning, conditioning, perception, motivation, thinking, emotions, or interpersonal relationships; the methods or procedures of verbal interaction, interviewing, counseling, behavior modification, environmental manipulation, group process, psychological psychotherapy, or hypnosis; and the methods or procedures of administering or interpreting test of mental abilities, aptitudes, interests, attitudes, personality characteristics, emotions, or motivation.”



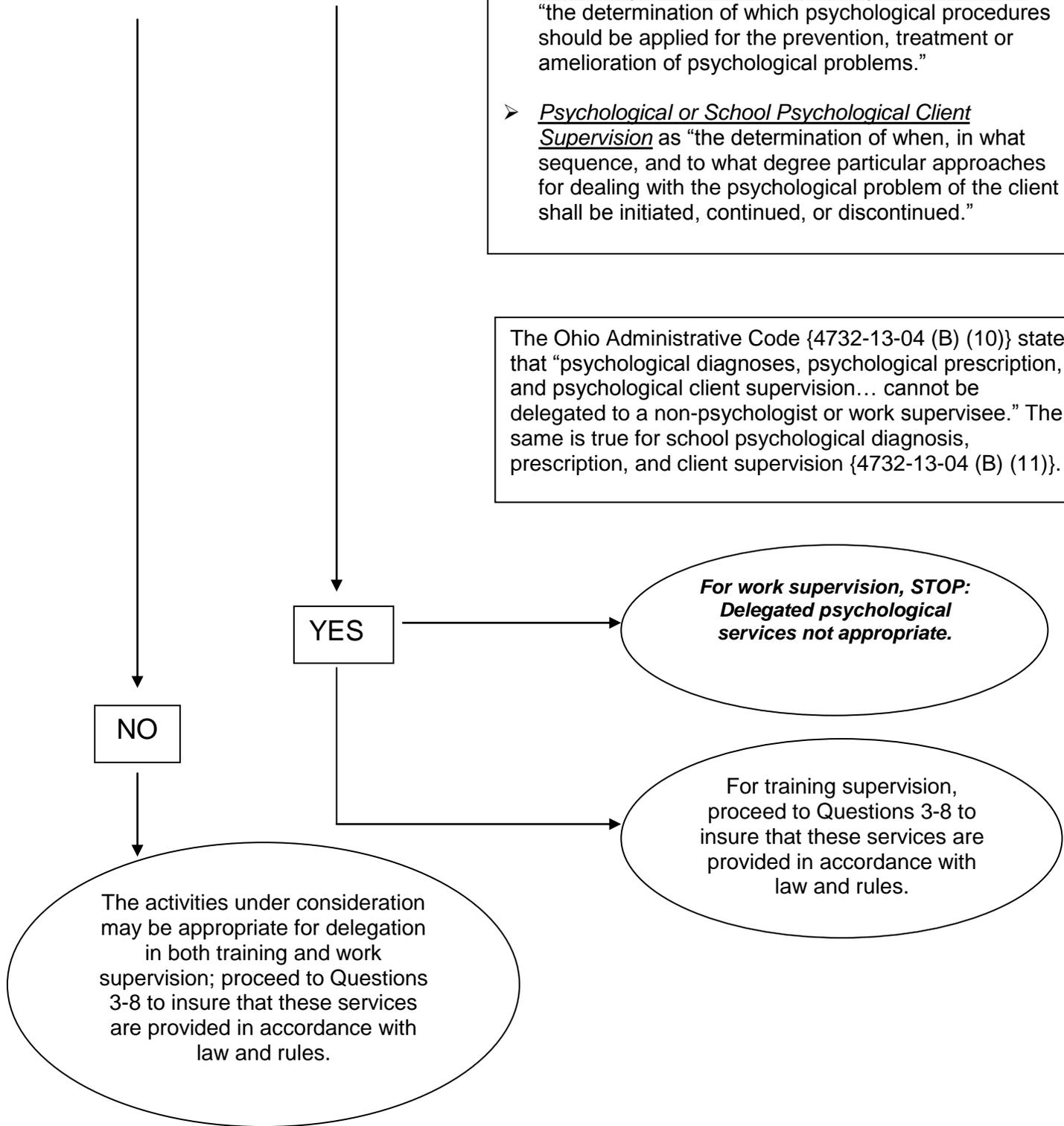
Question 2

Do the procedures that are being considered for delegation constitute psychological or school psychological diagnosis, prescription, or client supervision?

The Ohio Administrative Code {4732-3-01 (B)} defines

- Psychological or School Psychological Diagnosis as “the determination, after study, analysis, and description, that a problem is a psychological problem.”
- Psychological or School Psychological Prescription as “the determination of which psychological procedures should be applied for the prevention, treatment or amelioration of psychological problems.”
- Psychological or School Psychological Client Supervision as “the determination of when, in what sequence, and to what degree particular approaches for dealing with the psychological problem of the client shall be initiated, continued, or discontinued.”

The Ohio Administrative Code {4732-13-04 (B) (10)} states that “psychological diagnoses, psychological prescription, and psychological client supervision... cannot be delegated to a non-psychologist or work supervisee.” The same is true for school psychological diagnosis, prescription, and client supervision {4732-13-04 (B) (11)}.

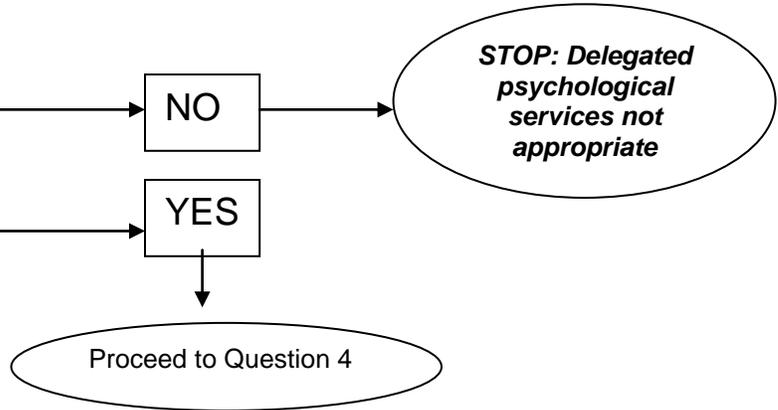


Section 2: Determining appropriate provision of supervision for delegated psychological services

Note: only portions of the ORC that are of most direct relevance to delegated psychological services are included below; licensees are expected to comply with all laws and rules.

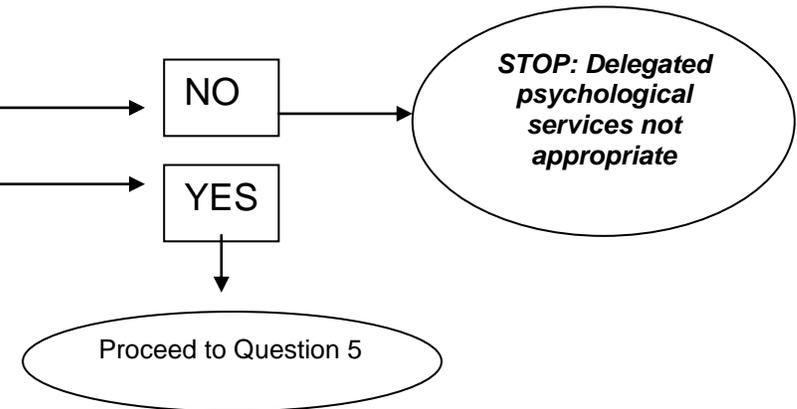
Question 3

Does the individual to whom the procedures will be delegated have previous academic and professional training, both didactic and practica, that is consistent with the procedures?
{4732-13-03 (A) (1)}



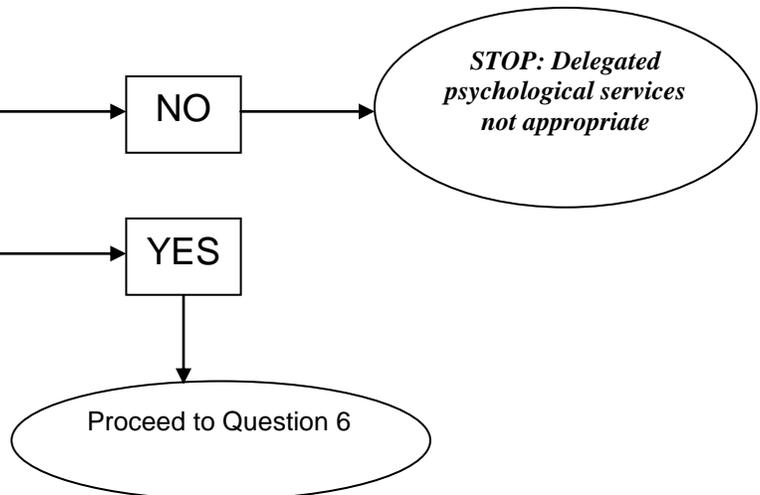
Question 4

Do the procedures to be delegated constitute psychological work that the licensee is competent to perform?
{4732-13-04 (B) (5)}



Question 5

Are the procedures that will be delegated provided in a setting over which the supervisor has professional responsibility for assignment and management of psychological activities?
{4732-13-04 (C) (10)}



Question 6

Is there a desire for more than four unlicensed persons to provide delegated psychological services under the licensee's supervision?
{4732-13-04 (B) (8)}

YES

Proceed to Question 7

NO

Proceed to Question 8

Question 7

Do the criteria outlined in the State Board of Psychology Policy Regarding More Than Four Supervisees apply in this circumstance?

NO

LIMIT SUPERVISEES TO NO MORE THAN FOUR; proceed to Question 8

YES

Request BOARD AUTHORIZATION TO EXCEED FOUR SUPERVISEES; proceed to Question 8

Question 8

Does the supervisor have direct knowledge of all clients served by his/her supervisee, through direct client contact or other appropriate means?
{4732-13-04 (B) (17)}

NO

STOP: Delegated psychological services not appropriate

YES

Supervisor abides by relevant laws and rules pertaining to professional supervision, including registration of supervisees and assigning titles to supervisees

Delegated psychological services may be appropriately provided under law and rules

Supervisees abide by relevant laws and rules pertaining to professional supervision, including appropriate use of titles