



**Series:** Operations COA: CM 7.03  
**Policy Name:** Targeted Case Management- Supervision  
Logs  
**Policy Number:** OP BC 1045  
**Revision #/Date:** N/A  
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**Effective Date:** 08/27/2013  
**Applicable to:** Brevard C.A.R.E.S. Staff

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**SUBJECT:** The purpose of this operating procedure is to provide the operational methodology for implementation of Targeted Case Manager Supervision Logs.

**PURPOSE:** To establish a procedure so that the Targeted Case Manager Supervisor will provide supervision to all Targeted Case Managers that is within established guidelines and well documented.

#### **References**

Florida Medicaid Mental Health Targeted Case Management Handbook, Agency for Health Care Administration

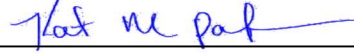
#### **Scope**

This procedure applies to all Brevard C.A.R.E.S. Targeted Case Manager and Targeted Case Manager Supervision positions.

#### **Procedure**

1. The Targeted Case Manager Supervisor will document supervision in the log. The log records the frequency, duration and content of Clinical Supervision.
2. The Targeted Case Manager Supervisor will document case management sessions as they occur on a regular basis.
3. The Supervision Log will contain the date of supervision, start and end time of supervision, total hours of supervision and a summary of the supervision session.
4. The Targeted Case Manager Supervisor and the Targeted Case Manager will maintain the log.
5. The Targeted Case Manager Supervisor and the Targeted Case Manager will sign the log.

BY DIRECTION OF THE EXECUTIVE  
DIRECTOR:



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KATHRYN PARKER  
Brevard C.A.R.E.S.

DATE: \_\_\_\_\_