

## Instructions for Completing Supervision Forms

### Reliability Check

Must be used while training assistant/aide and periodically once assistant/aide has been trained to record responses and document % reliability. The most common method for computing reliability is the percent of agreement, where the number of responses in which the SLP-Assistant or SLP-Aide and SLP agree is divided by number of times they agree plus the number of times they disagree (i.e. SLP & SLA agree on 18 responses and disagree on 2 –  $18/18 + 2 = 90\%$ ). **When providing services, it is imperative that the SLP and the SLP-Assistant/Aide are recording behaviors consistently and similarly. Best practice would suggest that if the SLP is providing direct supervision of the SLP Assistant/Aide and there is a question about documenting responses or % agreement when documenting responses is low, the SLP should immediately intervene to reach agreement with SLP Assistant/Aide on how to count correct/incorrect responses. Additionally during record review (indirect supervision) if inconsistencies in the students'/clients' performance is noted, the SLP should intervene with the client to verify progress and appropriateness of treatment.**

### Progress Note Individual Session Plan Group Session Plan

Lesson plan and progress note forms **developed by SLP** to specify procedures, activities, and target behaviors to be utilized by the assistant/aide. SLP reviews session plans and indicates continue or writes new plan. Plan ahead, write plans for several sessions.

### Direct Supervision Form

Completed by SLP to document direct supervision, evaluate performance of assistant/aide, and/or monitor performance of student/client. **Must be completed for EVERY session that direct supervision is provided. If supervising a group list names of group members on one section of the form.**

### Record of Service Delivery/Supervision (Use weekly or biweekly form)

List students/clients using names on the form.  
Indicate number of minutes for each session.  
Put SLP's initials when session is conducted by SLP  
SLP-Assistant's/Aide's initials when session is completed by SLP-Assistant/Aide  
**Both initials when direct supervision is provided.**  
If part of session is conducted by SLP or SLP-A or supervision provided for part of session indicate number of minutes by initials. If students are seen in groups either list all initials on one line OR designate which students were seen in each group.  
Note: Total minutes SLP-A provided services includes time SLP-A conducted session and time that SLP observed SLP-A. Compute % supervision for each week.  
**Check to be sure all students have direct contact with SLP at least once every 2 weeks.**

### Indirect Supervision

Document indirect supervisory activities completed each week. Must include weekly review of session plans and progress notes. Compute % using time of indirect activities divided by SLP-A student contact time for that week.

### Direct Supervision For Multiple Sites (optional form)

Record minutes from Record of Service Delivery/Supervision Form for each site and compute total supervision provided weekly.