

# Clinical Supervision

(Revised 03/22/24)

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## Forms

The following forms are referenced in this policy:

- 22-04 Clinical Supervision Letter
- 22-01 HSA Supervision Letter of Support

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## Background

Staff that are interested in pursuing their License in Clinical Social Work (LCSW), Licensed Professional Clinical Counselor (LPCC), or Marriage and Family Therapy (LMFT) license, have options available through the County and on their own.

Per the California Board of Behavioral Sciences (BBS) in order to obtain an LCSW, anyone with a Masters of Social Work (MSW) must apply and have a valid Associate Clinical Social Work (ASW) license.

Per BBS, LMFT and LPCC educational requirements differ and can be located at <https://www.bbs.ca.gov> Once those and other outlined requirements are met, an Associate Marriage and Family Therapist (AMFT) or Associate Professional Clinical Counselor (APCC) also need a valid license in order to work towards their hours to become an LMFT or LPCC.

For LCSW requirements, see <https://www.bbs.ca.gov/applicants/lcsw.html>.

For LMFT requirements, see <https://www.bbs.ca.gov/applicants/lmft.html>.

For LPCC requirements, see <https://www.bbs.ca.gov/applicants/lpcc.html>.

All CFWB classifications are eligible to participate in clinical supervision once they have met the outlined requirements.

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## Supervision within CFWB Offices

For staff providing or receiving clinical supervision within CFWB offices, the following criteria must be met:

- Have a current, valid license
  - Remain in good job performance standing with no performance improvement plans
  - Supervisory and manager approval
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**Supervision within  
CFWB Offices  
(cont.)**

Staff receiving supervision must have successfully completed their mid-probation as a PSW. Staff providing supervision must have successfully completed their PSW probation in its entirety.

The following steps must be followed for staff who are interested in providing clinical supervision in a regional office:

Step	Process
1	Prospective employee clinical supervisor discusses intention to provide clinical supervision during working hours with their supervisor and CFWB manager to obtain approval.
3	Supervisor and CFWB manager verify that employee clinical supervisor is off PSW probation and in good standing with regular work duties.
2	Employee clinical supervisor informs the Clinical Supervision Coordinator they are providing supervision in a regional office.
4	Employee clinical supervisor is responsible for verifying the employee(s) receiving supervision are in good standing with their ASW/AMFT/APCC license.
5	Employee clinical supervisor may provide group or individual supervision within the office ONLY during business hours and WILL NOT charge supervisees for their services.

**NOTE:** If a CFWB staff person is providing clinical supervision and charging for their services, any related activities must occur after both their and the employee participant(s) working hours, not on county property, and no county funds may be used. This must be reported as outside employment on the annual disclosure statement.

The following steps must be completed for staff who are interested in receiving clinical supervision in a CFWB office:

Step	Who	Process
1	Employee participant	Discuss training and licensing goals with their supervisor and CFWB manager to obtain approval and determine if there is an employee clinical supervisor available
2	Supervisor	Verify that employee participant successfully completed PSW mid-probation and is in good standing with regular work duties defined as completion of core functions of assignment, not on any performance improvement plan(s)

**Supervision within  
CFWB Offices  
(cont.)**

Step	Who	Process
3	Employee participant	Signs and has the 22-04 signed by: <ul style="list-style-type: none"><li>• employee clinical supervisor</li><li>• CFWB manager</li></ul> Send to Clinical Supervision Coordinator for further signatures
4	Clinical Supervision Coordinator	Route 22-04 for CFWB Director's signature
5	CFWB Director's Administrative Secretary	Obtain CFWB Director's signature and send to Clinical Supervision Coordinator and staff

Staff will use the training code in their timecard (HHS-1001987-700100) when participating or facilitating clinical supervision. A maximum of three hours per week may be used for clinical supervision. There is **no** overtime permitted for clinical supervision related activities or management of regular work duties if impeded by participating in clinical supervision.

**HHSA Supervision**

Clinical supervision is offered through the Health and Human Services Agency (HHSA) and is organized by each participating department in coordination with one another. Clinical supervision participants should be available for one group session and/or one triadic session alternating weeks. Participants who only require triadic sessions may meet weekly to substitute the group supervision session, which will be communicated through the participant, Clinical Supervision Coordinator, and clinical supervisor.

For staff receiving HHSA clinical supervision, the following criteria must be met:

- Successfully completed their mid-probationary period as a PSW
- Have a current, valid license
- Remain in good standing
- Have supervisory and manager approval documented on 22-01
- Be committed to attending weekly, and to contacting approved backups and the clinical supervision coordinator in the event they cannot attend a session.

Staff participating who have more than two unexcused sessions risk being dismissed from the program and being denied future re-admission. Unexcused sessions are when the staff does not provide prior than 24 hours' notice of missing the session to the supervisor and backups.

Staff receiving HHSA clinical supervision use the Training code in their timecard (HHS-1001987-700100) during the time they are in supervision.

Applications may be submitted on an ongoing basis to the Clinical Supervision Coordinator and staff will begin on a first come, first served basis. When groups are full, a waitlist will be put in place and staff may serve as a back-up for groups currently running.

**HHSA Supervision  
(cont.)**

Staff will follow the steps below in order to apply:

Step	Who	Action
1	Employee	Discuss training and licensing goals with supervisor to ensure they have their support.
2	Employee's supervisor	Confirm that employee is in good standing defined as completion of core functions of assignment, not on any performance improvement plan(s) and offer support or deny their participation in HHSA supervision.
3	Employee	<ul style="list-style-type: none"> <li>• Have the 22-01 signed electronically by supervisor, CFWB manger, and deputy director; supervisor checks off that employee is in good standing</li> <li>• Sign the 22-04 along with manager, leaving the supervisory and director signature line blank</li> </ul>
4	Employee's leadership	<p>Sign the 22-01 and route to CFWB Manager and DD Sign the 22-04</p> <p>Send both signed forms back to employee.</p>
5	Employee	<p>Employee provides the following to the Clinical Supervision Coordinator:</p> <ul style="list-style-type: none"> <li>• Signed copy of the 22-01</li> <li>• Verification of any supervision hours already completed, along with the number of weeks left for both individual and group supervision</li> <li>• License number</li> <li>• Signed copy of the 22-04, leaving the clinical supervisor and director signature line blank</li> </ul>
4	Clinical Supervision Coordinator	<ul style="list-style-type: none"> <li>• Verifies license is valid</li> <li>• checks off that employee has satisfactory license standing</li> <li>• signs the 22-01</li> <li>• routes the 22-04 for clinical supervisor and CFWB Director signature</li> </ul>
5	Clinical Supervision Coordinator	<p>Once 22-04 is received, inform staff they may begin clinical supervision. Provide staff with signed copies of 22-01 and 22-04 for their records.</p>

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**Private Pursuance of License Hours**

For staff who are interested in pursuing clinical supervision outside the county and are using their CFWB department work experience as the basis for their licensure, either with someone employed by CFWB or not they follow the steps below.

If staff are pursuing clinical supervision and are using outside work experience to accrue their hours (ex: working per diem at a hospital), they do not need to follow these steps and should consult with their employer for any necessary forms.

Step	Who	Process
1	Employee	Employee participant(s) find an appropriate clinical supervisor to provide supervision outside of business hours.
2	Clinical Supervisor	Clinical supervisor is responsible for verifying the employee is in good standing with their ASW/AMFT/APCC license.
3	Employee	Employee discusses clinical supervision plan with supervisor and manager. <ul style="list-style-type: none"><li>• Electronically signs the 22-04</li><li>• Have 22-04 signed by clinical supervisor, CFWB manager</li><li>• Forward 22-04 to Clinical Supervision Coordinator for CFWB Director's signature.</li></ul>
6	Clinical Supervision Coordinator	<ul style="list-style-type: none"><li>• Forward 22-04 for CFWB Director's signature</li><li>• Sends copy back to employee.</li></ul>

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**Concerns**

If staff have concerns regarding HHSA Supervision, waitlists, etc. please contact the Clinical Supervision Coordinator.

If staff have concerns that they have been inappropriately denied the opportunity to participate in clinical supervision, they should elevate those concerns to the CFWB Manager or Departmental Human Resources Officer (DHRO), as appropriate.

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**Alignment with SET**

This policy is in support of SET [Value 6](#), as CFWB has an organizational culture that encourages staff to continue their ongoing learning and professional development.

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