

Fifth Judicial District
Department of Correctional Services

Policy Manual

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Approved By:


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Fifth Judicial District
Department of Correctional Services

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Unit: 5th Judicial District Substance Abuse
Treatment Programs

Subject: Clinical Oversight

POLICY

The 5th Judicial District Substance Abuse Treatment Program has proper clinical oversight.

The Substance Abuse Treatment Program and its staff are supervised by the Treatment Supervisor.

PROCEDURES

1. The Treatment Supervisor will develop policies and procedures of the Program, ensure they are reviewed annually and make necessary revisions. The Treatment Supervisor will see that all Program staff has reviewed all policies and revisions and that staff are following policy and procedure.
2. The Treatment Supervisor will complete employee performance evaluations.
 - A. The Treatment Supervisor will complete evaluations of Program staff of the Men's Program
 - B. The Treatment Supervisor at Women's Program will complete the evaluation of the Counselor at the Women's Program.
3. The Treatment Supervisor will recommend needed training to Program staff based on observations, audits, performance evaluations, new developments in the field of substance abuse and corrections and program/operational changes.
4. The Treatment Supervisor will share the results of the exit evaluations and escape surveys with the Program staff and utilize staff's input for quality improvement.
 - A. The Treatment Supervisor at the Women's Program will share said results of the Women's Program with the Counselor at the Women's Program.
5. The Treatment Supervisor will sit in and perform audits on intake and assessment, treatment orientation, individual sessions and group sessions and will provide individual feedback to the Counselors. The Treatment Supervisor will utilize these audits in quality improvement.
6. The Treatment Supervisor will randomly ask that all of the clients complete the Working Alliance Inventory, will provide feedback to the staff and utilize these assessments in quality improvement.
7. The Treatment Supervisor of both the Men's and Women's Programs will approve any recommendations for removal from the Program and work with Program staff in developing treatment alternatives to removal.
8. The Treatment Supervisor or Designee will provide direct supervision at the Men's Program during the one(1) staff meeting per week where client monitoring, presentation of new clients into the Program and furlough approval, phase changes and recommendations for treatment completion are made.
 - A. The Treatment Supervisor of the Women's Program will provide direct supervision at the Women's Program during the weekly staff meeting where client monitoring, presentation of new clients into the Program and furlough approval, phase changes and recommendations for treatment completion are made.
9. The Treatment Supervisor at the Women's Program will provide direct clinical supervision to the Counselor at the Women's Program.
10. The Treatment Supervisor will be available for Program staff to answer questions, problem solve and offer treatment suggestions to difficult cases outside of the regularly scheduled staff meetings.
11. The Treatment Supervisor or Designee will meet with the Client Council on a monthly basis. Problem areas will be discussed in these meetings and the Treatment Supervisor will utilize their input for problem solving and quality improvement if necessary.
12. The Treatment Supervisor will randomly review treatment files to ensure uniform, accurate, current and timely documentation in the client case file per policy. The Treatment Supervisor will document the file review in the file and offer suggestions and recommendations as appropriate.
13. The Treatment Supervisor will attend weekly Residential Supervisor Meetings and monthly District Supervisor meetings to keep current with Residential and District activities, programming and policy changes. This information will be relayed to the Program staff for continuity of services and to ensure the Program is carrying out the District's mission.
14. The Treatment Supervisor will seek supervision and guidance from the Assistant District Director as needed.