

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

CLINICAL PROCEDURE

NUMBER: DC1025

NAME: LEVELS OF SUPERVISION

INITIAL APPROVAL DATE:	08/08/2002	BY: Partial Day Management Committee
(LAST) REVISION DATE:	10/22/2024	BY: HR Manager
(LAST) REVIEW DATE:	12/12/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. PURPOSE

This procedure is designed to provide guidance in determining the least restrictive level of supervision necessary to assure freedom of movement, independence, and management of risk. The person's level of need for supervision should reflect the environment in which he or she is functioning.

II. APPLICATION

Populations: ALL

Programs: Community Living, Journey to Independence, Creative Enterprise, All Direct and Contracted Community Living, Skill Building and Specialized Residential Providers.

III. STANDARDS

The level of supervision/intervention required to assure safety and manage risk must be documented in the person's plan of service and in professional assessments. Supervision/intervention specified in a person's Individual Plan of Service (IPOS) takes precedence over this procedure. If a person requires specific and individualized intervention by staff or contract caretaker, this must be detailed in the IPOS. When restrictive levels of supervision/intervention are used, the person's IPOS must address how a less intensive level of supervision/intervention will be achieved.

The level of need for supervision/intervention is often affected by the environment in which the person is functioning. Therefore, differences in the level of need for supervision/intervention should reflect the environments in which the person normally functions. The most common environments are home, community, site-based programs, transportation, hours of sleep, and possibly a specific "other" category.

The following are Numerical and Descriptive levels of supervision with Criteria for assigning level and supervision required for implementation:

Level 1 INDEPENDENT

Criteria: There is no documented risk to self or others. Assessments indicate the person has the knowledge and ability to respond appropriately to common safety hazards.

Supervision Required: The person may leave supervised environments after giving proper notice but should be encouraged to comply with their program schedule and responsibilities. Training or assistance is provided as identified in the IPOS and through the program schedule.

Level 2 FUNCTIONAL DIRECTION

Criteria: No significant risk to self or others is present. Assessments indicate the person has functional awareness of common safety hazards in supervised situations and is able to effectively deal with them when provided with necessary supports.

Supervision Required: The person may not leave supervised environments unless specifically indicated in the IPOS. This level of supervision is one in which the person moves freely in the course of daily activities. Nominal supervision is maintained through staff monitoring of common areas.

Persons are directed to remain in supervised areas but are not assigned to specific staff for constant visual supervision.

Level 3 INTERMITTANT OBSERVATION

Criteria: Assessments indicate the individual has minimal risk to self or others as a documented possibility. The person has some awareness of common safety hazards but may not respond appropriately or consistently.

Supervision Required: The person may not leave supervised environments unless specifically indicated in the person's IPOS. Direct visual observation is provided on a documented schedule adequate to assure safety. Outside of direct visual observation, normal supervision is maintained through staff monitoring of common areas. There may be some specific requirements for enhanced supervision at home, program, in the community and on public transportation specified in the person's IPOS.

Level 4 CONTINUOUS OBSERVATION

Criteria: Assessments indicate the individual has documented moderate or significant risk to self or others. The person may not always respond appropriately to common safety hazards.

Supervision Required: The person may not leave supervised environments unless specifically indicated in the person's IPOS. Direct visual observation of the person, or the environment, is provided by an assigned staff on a continuous schedule during waking hours to assure safety. Additional specific requirements regarding supervision in the home, program, community and public transportation are detailed in the IPOS.

Documentation of Supervision: For Levels 3 and 4, residential documentation must show that required supervision has taken place. The primary case holder is responsible for noting the level of supervision required during both awake and sleep hours on the Supervision Chart (Form #0439) and in-servicing all program and/or home staff accordingly.

IV. **ATTACHMENTS** - None

V. **REFERENCES** – Supervision Chart, Form #0439