



CSW Supervision Program Rights and Responsibilities Contract

Rights and Responsibilities for the **CSW individual**:

CSW individual will contract to participate at the 20-hour level.

CSWs will schedule a minimum 14 hours or more per week of direct client billable contact time.

CSWs will obtain 12 (twelve) hours weekly of direct billable services. Eight (8) hours of indirect work will include documentation, travel, session preparation, weekly supervision, agency meetings and trainings, etc. CSW providers should expect to attend weekly agency meetings for the first three months and then once a month thereafter. These meetings are generally held at noon on Fridays.

CSW shall be reimbursed at \$10.00 per hour for up to 9 hours of initial training at the time of hire.

Individuals shall attend one-hour of individual supervision weekly at times and locations determined and led by the Supervisor of Record. If a session is missed, then the CSW individual is responsible for contacting the Supervisor of Record and rescheduling. The CSW maybe responsible to pay for the cost of the rescheduled supervision session. The CSW will maintain a supervision log of dates and topics discussed.

When 12 hours of direct billable time are met per week, then Transformations will cover the cost of Supervision for that week.

If the CSW Individual does not meet 12 hours of direct billable for a one-week period, then the CSW is responsible for the cost of Supervision for that week (currently \$75.00 per hour). The CSW will pay the cost of Supervision directly to the Supervisor of Record. The Supervisor of Record retains the right to terminate the contract for failure to pay for services in a timely manner.

In accordance with Social Work Board regulations the CSW will receive two weeks per calendar year of supervision vacation.

Transformations will cover the cost for the CSWs first month of Supervision while the CSW is building their caseload.



CSWs who obtain 72 direct billable hours for each calendar month will receive a \$250.00 stipend.

CSWs shall be reimbursed on a time period of every two weeks.

CSWs shall keep a mileage log for both their own tax records and agency records.

CSWs will complete all Progress Notes within 24 hours of the session. CSWs will complete Diagnostic Evaluations and Treatment Plans and Monthly Case Logs in accordance with Transformations Policy, State Regulations and the client's Insurance Policy. CSWs will respond to requests to update, amend or complete documentation in a timely manner. Any CSW who intentionally misrepresents documentation of services or neglects maintaining the case record will be immediately dismissed from employment and the Social Work Board notified.

CSWs shall hold the direct responsibility for the treatment of clients under their care. This responsibility shall include, but not be limited to:

Intake assessments, treatment plan development, assessment updates, case/progress notes, communication with other involved providers, serving the client, discharge planning, referrals for services, timely submission of paperwork and perform these duties in compliance with government regulations, Medicaid and insurance and agency policies.

Individual shall have opportunities for skill development outside of direct clinical service which may include observation of other service provider types, participation and exposure to macro level agencies (Ex: Children's Alliance, IPA, Managed Care Organizations, etc.) that impact the social service field, etc. These opportunities will be under the approval of the Supervisor of Record and be included in the non-direct service hours necessary to meet Board requirements for licensure.

The CSW individual shall provide necessary information for Direct Deposit account to be established.

Upon completion of the necessary 150 hours and successfully passing the Licensure exam the CSW individual shall remain under the above outlined Rights and Responsibilities Contract until the Supervisor of Record receives documentation of Board approval that that CSW has obtained full licensure.

The CSW individual shall be responsible for keeping CSW licensure current. Transformations is a member of the Children's Alliance; therefore, the CSW may obtain CEUs from the Children's Alliance at reduced or no cost.



Rights and Responsibilities of Supervisor of Record:

The Supervisor of Record shall:

-Maintain supervision documentation, which meets both Licensure Board requirements and state regulations, and have readily available.

Remain current on regulations and policies related to the Board.

Provide supervision schedule in a consistent and pre-determined manner.

Train individual on policy and procedures related to Transformations, documentation and expectations for payer sources, billing and prior authorization procedures, and other items as necessary for the individual to be successful.

Serve as Billing Supervisor in conjunction with Supervisor of Record role.

Follow agency Policy and Procedures and notify Clinical Director of any concerns related to Individual's practice standards or significant client issues.

Keep professional Licensure current and up-to-date.

Shall obtain and maintain Social Work Board approval to provide clinical supervision.

Rights and Responsibilities of Transformations:

Transformations shall:

Reimburse Individual as a W-2 employee for direct client contact hours, which the agency is reimbursed for via external payer sources. The reimbursement rates will be based on CPT (common procedural terminology) codes services provided to clientele. One-hour of psychotherapy (90837) will reimburse at 35.00 (\$35). One-hour of family therapy (90846 and 90847) will reimburse at 35.00 (\$35). Reimbursement shall occur following agency reimbursement. In the event the agency is not reimbursed for billed client contact hours then the Individual will not be reimbursed.

Reimbursement shall follow a two-week payout for funds received during the prior two weeks. Reimbursement shall be made via Direct Deposit into the account the Individual identifies.



Shall provide a 250.00 (\$250) stipend if the CSW obtains 72 hours of direct billable time within a calendar month.

Shall provide the cost of agreed upon supervision services by the Supervisor of Record, under the condition that the Individual meets the required direct contact hours as stated in this contract.

Shall not cover the cost of supervision that exceeds one hour of individual supervision in a one-week period.

Shall maintain the Individual on the agency's Professional Liability policy for services provided under the scope of this contract.

Shall provide W-2 statement for Individuals' personal tax needs.

Shall provide opportunities for skill development under the direction of the Supervisor of Record.

Shall offer client referrals as available but shall not guarantee client referrals.

Shall not be responsible for benefits such as healthcare or retirement.

Shall not reimburse for mileage driven.

 12/27/2022

Signature/date

Amanda Harris Alexander

Printed Name

 12/30/2022

Supervisor or Agency Designee/date

Teri Lloyd

Printed Name

