

# Executive Summary

## **SDM for Supervisors – Overview of the Series**

The advanced supervisors series is designed to equip supervisors with the needed Knowledge and skill to effectively coach and mentor their units toward quality implementation of the SDM model. The curriculum is designed to be interactive and skills based. It gives supervisors concrete practical activities that will help them help their workers integrate the SDM system into daily practice. The focus of the series is on doing required activities in a slightly different way, rather than adding activities to the supervisor's responsibilities. The series starts with a review of SDM assessments and covers the most common mistakes in each assessment. The series then builds on best practice supervisor skills to integrate SDM into daily practice. Supervisors will learn how to use SDM in case conference and when coaching staff. Attention is spent on SDM supervisor tasks such as approvals and overrides. Supervisors will be given tools to aid supervision of SDM as well as how integrate the use of SafeMeasures into supervision and monitoring. Case Reading will be fully explored and practiced as a way to improve quality and accuracy.

## **Mod Three**

This mod will start by exploring ideas to help supervisors support their staff's use of SDM. The class will then focus on two SDM supervisor tools. These tools were developed to help supervisors gain knowledge of a workers individual practice. The first tool, Critical Case Review, is designed to assist supervisors in reviewing a case when something goes wrong. Participants will learn a model for reviewing critical decision making point in a case with an eye on how decisions were made. The second tool, Case Reading, is designed to help supervisors improve the quality of SDM assessment. Participants will have an opportunity to use the tool in the area's they supervise.

## **Before the training: Supervisors**

1. What has worked about implementing SDM in your unit? What tips would you have for other supervisors?
2. Think about a case where something when wrong. What was hard about reviewing the case and getting accurate information?
3. Review your county's policy and expectations around case reading and assessing for the quality of assessments.
4. Think about the staff you supervise, how do you assess the quality and accuracy of their SDM assessments?
5. In reviewing your workers assessments how would you know if they are using SDM to guide their decisions?

### **Before the training: Program Mangers:**

1. Ask your supervisor to share their favorite tips for implementing SDM.
2. Review the policy regarding case reading.
3. Ask the supervisor what the benefits of case reading would be.
4. Discuss how they would fit one a month into their busy schedules.
5. Discuss when you would use a critical case review model and when you would not want your supervisor to do this.
6. Discuss how the supervisor assesses for the quality of SDM assessments.
7. Discuss how the supervisor assesses how their staff uses SDM in decision making. Ask for examples of this.

### **After the training: Supervisors:**

1. Try one of the tips you heard that you think might be helpful. Put it on your calendar so you will remember.
2. Pull out the critical case reading tool and put it somewhere were you will be able to quickly use it when you need it.
3. If there is a case you are concerned about use the critical case tool and assess the decision making points. Make a plan based on what you learn.
4. Pick a case from a worker you plan to have supervision with soon. Use the case reading tool and prepare to discuss with the staff what they did well and how to improve their assessment skills.

### **After the training: Program Mangers**

1. Ask the supervisors to recall the tips for supervisors they heard and ask them which one they tried and how it went.
2. Ask the supervisor to choose a case they have a concern about and use the case reading tool. Make an appointment to discuss what they learned and if it is a theme for the unit.
3. If there is a case you are concerned about ask the supervisor to use the critical review tool and then use that information as the basis for reviewing the case with them.
4. Ask the supervisor how they will use the case review tool and help them develop a schedule. Review that schedule on an ongoing basis.

### **Outline for the training**

-Review what they tried from the last class

-Tips for supervision SDM

Group discussing

-Critical Case Review

Lecture

Activity

Supervisors will be given a case and will apply the model

-Case Reading

Lecture

Discussion of the benefits

Activity

Supervisors will be given a case to read and will read for the tools they supervise

-Review of the class and what they want to try.