

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 completing 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 Four

This mod focuses on how to improve the quality of assessments. The emphasis is on helping supervisors assess how workers integrate SDM assessment tools into their overall assessments and decision making. The first part of the class will focus on critical thinking and documentation. Supervisors will fine-tune their case reading skills with a focus on examining a case file to assess for accuracy and quality. During the class supervisors will be given a case and practice using the case reading tool in SDM with and eye for documentation and critical thinking. The second section of the class will focus on assessing their unit's overall successes and challenges with SDM assessments and developing some strategies to improve the overall quality of SDM assessments.

Before the training: Supervisors

1. What has worked about implementing SDM in your unit? What would you like to see more of in the next year?
2. Think about what you would like your unit to look like in 3 years. What areas would you like to see improvement in SDM assessments? What would it look like if that happened?
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? Where would you find it in a file? How well is their thinking documented.
5. In reviewing your workers assessments how would you know if they are using SDM to guide their decisions? Is their thinking documented in the file?

Before the training: Program Mangers:

1. Review the policy regarding case reading.
2. Ask the supervisor what they think of the SDM case reading tool.
3. Discuss how they were able to fit one a month into their busy schedules.
4. Discuss how the supervisor assesses for the quality of SDM assessments.
5. Discuss how the supervisor assesses how their staff uses SDM in decision making. Ask for examples of this.
6. Ask the supervisor to think into the future 3 years. What outcomes would they like to see? How can SDM help them get to that outcome?

After the training: Supervisors:

1. 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.
2. Make a schedule for when you will do case reading.
3. Consider switching a case you know really well with another supervisor. Review what they learned by case reading.
4. Review your plan and put dates in your calendar
5. Share your vision with the unit and your manager.
6. Challenge your staff to come up with strategies to meet the outcomes.

After the training: Program Mangers

1. Ask the supervisor to pick a case from a worker they plan to have supervision with soon. Ask them to use the case reading tool and prepare to discuss with their staff what they did well and how to improve their assessment skills. Meet with them after they have done this and ask what they learned and how the staff responded?
2. Review the case reading tool and discuss what aspects the supervisor likes and what aspects they find hard.
3. Ask the supervisor what their vision for their unit was and review the plan they developed in the training. Help the supervisors develop steps to meet their objectives.
4. Calendar dates where you will review the supervisors plan in the future.

Outline for the training

-Review what they tried from the last class

-Case Reading

Quick review of tool and guide

Discussion of their thinking about it and how to use it with a focus on critical thinking and documentation

Activity

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

-Strategic Planning- assessing your overall unit

Lecture on the steps SDM has in place for assuring quality and how the process works.

-Steps of a strategic plan and how to use it with SDM

Activity

Supervisors will develop a strategic plan for their unit

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

-Next steps