

CTI Team Supervision Form

Month Day Year

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  | Supervisor’s Name |  |

Meeting date:

|  |
| --- |
|  |

Present:

|  |
| --- |
|  |

Absent:

INSTRUCTIONS: This form is filled out for every weekly team supervision meeting.

1. **Before the meeting**, the fieldwork coordinator:

- lists the names of the “high priority” clients on p1 (i.e., those who must be discussed in supervision) and enters information in the boxes next to each name.

- (lists the names of the rest of the currently active CTI clients on p2.

1. **During the meeting**, the supervisor:

- records the date and lists all the members of the team who are present and absent.

- places a **√** mark in the far right column next to each client who has been discussed.

1. **After the meeting**, the supervisor:

- follows the instructions on p2 for calculating the percentage of active clients who were discussed.

|  |  |  |
| --- | --- | --- |
| Key to Reason Codes  1=ready to present new case  2=client faced with crisis  3=cannot be located | 4=discuss whether refusal is final  5=time to prepare for a new phase  6=time to prepare for end of CTI | 7= difficulty with support network  8= positive - to share with team |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name of high priority client | Worker initials | Why important to discuss this client | Reason code | **√** box when  discuss client |
| 1 |  |  |  | |  | | --- | |  | | |  | | --- | |  | |
| 2 |  |  |  | |  | | --- | |  | | |  | | --- | |  | |
| 3 |  |  |  | |  | | --- | |  | | |  | | --- | |  | |
| 4 |  |  |  | |  | | --- | |  | | |  | | --- | |  | |
| 5 |  |  |  | |  | | --- | |  | | |  | | --- | |  | |
| 6 |  |  |  | |  | | --- | |  | | |  | | --- | |  | |
| 7 |  |  |  | |  | | --- | |  | | |  | | --- | |  | |

CTI Team Supervision Form October 4, 2017 **1** *(CTI Team Supervision Form)* **Today’s Date:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Other active clients | Worker | **√** when discussed |  | | Other active clients | Worker | **√** when discussed |
| 8 |  |  | |  | | --- | |  | |  | 21 |  |  | |  | | --- | |  | |
| 9 |  |  | |  | | --- | |  | | 22 |  |  | |  | | --- | |  | |
| 10 |  |  | |  | | --- | |  | | 23 |  |  | |  | | --- | |  | |
| 11 |  |  | |  | | --- | |  | | 24 |  |  | |  | | --- | |  | |
| 12 |  |  | |  | | --- | |  | | 25 |  |  | |  | | --- | |  | |
| 13 |  |  | |  | | --- | |  | | 26 |  |  | |  | | --- | |  | |
| 14 |  |  | |  | | --- | |  | | 27 |  |  | |  | | --- | |  | |
| 15 |  |  | |  | | --- | |  | | 28 |  |  | |  | | --- | |  | |
| 16 |  |  | |  | | --- | |  | | 29 |  |  | |  | | --- | |  | |
| 17 |  |  | |  | | --- | |  | | 30 |  |  | |  | | --- | |  | |
| 18 |  |  | |  | | --- | |  | | 31 |  |  | |  | | --- | |  | |
| 19 |  |  | |  | | --- | |  | | 32 |  |  | |  | | --- | |  | |
| 20 |  |  | |  | | --- | |  | | 33 |  |  | |  | | --- | |  | |

SUMMARY & CALCULATION

A) Total # of active clients discussed:

# (√ marks)

|  |  |
| --- | --- |
|  |  |
| *)* |  |

|  |
| --- |
| **%** |

B) Total # of active clients: **%**

*(Names listed*

Percentage of active clients who were discussed:

# (A divided by B)

CTI Team Supervision Form October 4, 2017 **2**