

## Purpose of this Document

Supervision Assist enables organizations to tailor activity logs to meet specific training requirements and reporting needs. This customization includes defining activity types, grouping related activities, specifying individual activities, and utilizing activity tags.

## How do I get started?

First, save a copy of this form. You may use the second page of this document to customize your activity log customization. Then submit your placement requirements to directly to your Account Manager or to [help@supervisionassist.com](mailto:help@supervisionassist.com)

## Resources

Please review this help article to learn about the terminology for Activity Logs within Supervision Assist.

- [Customizing Activity Logs](#)

These videos provide an example of the submission and approval process for Activity Logs within Supervision Assist.

- [Activity Log - Student Introduction - Supervision Assist](#)
- [Activity Log - Supervisor Introduction \(Approving or Denying Hours\) - Supervision Assist](#)

## Example Template

**Activity Type:** Direct Service

- **Activity Group:** In-Person
  - **Activity:** Individual
  - **Activity:** Group
- **Activity Group:** Telehealth
  - **Activity:** Individual
  - **Activity:** Group

# Supervision Assist Activity Log Customization

Please fill out your Activity Log Customization below. Our default template is included as a starting point. You may add or remove Activity Types.

## Activity Type / Groups/ Activities

### Direct Service

- In-Person
  - Individual
  - Couples
  - Family
  - Group (as a leader)
  - Classroom Guidance
- Telehealth
  - Individual
  - Couples
  - Family
  - Group (as a leader)
  - Classroom Guidance

### Indirect Service

- Administrative Meetings
- Client Case Management
- Clinical Consultation/Collaboration
- Educational Outreach (Consultation/Intervention/Education for Community)
- In-Service Agency Training
- Observation
- Orientation
- Other (Enter Details in Journal)
- Professional Development / Conferences

- Site Supervision (Group)

#### **Individual Supervision**

- Faculty Supervisor - Individual
- Site Supervisor - Individual (1 or 2)

#### **Group Supervision**

- Faculty Supervision (Group)

## Activity Tags

After selecting the Activity above, optional Activity Tags may be added. These will be displayed as a checklist of items. Our default tag is included below.

### Individual Supervision

- Case Review
- Clinical Notes and written work review
- Evaluation of trainee's progress
- Instruction or learning exercise
- Non-case clinical discussion
- Trainee observing supervisor with client