

Overview

As a Licensed Independent Social Worker, you may be supervising or may at some time supervise individuals who are earning supervision hours toward qualifying as a Licensed Independent Social Worker. eLicense Ohio provides on-line forms for you to submit supervision reports to the CSWMFT Board.

Purpose

This procedure is used to submit a Licensed Independent Social Worker (LISW) Professional Employment Reference to the Ohio Counselor, Social Worker and Marriage and Family Therapist Board.

Applicability

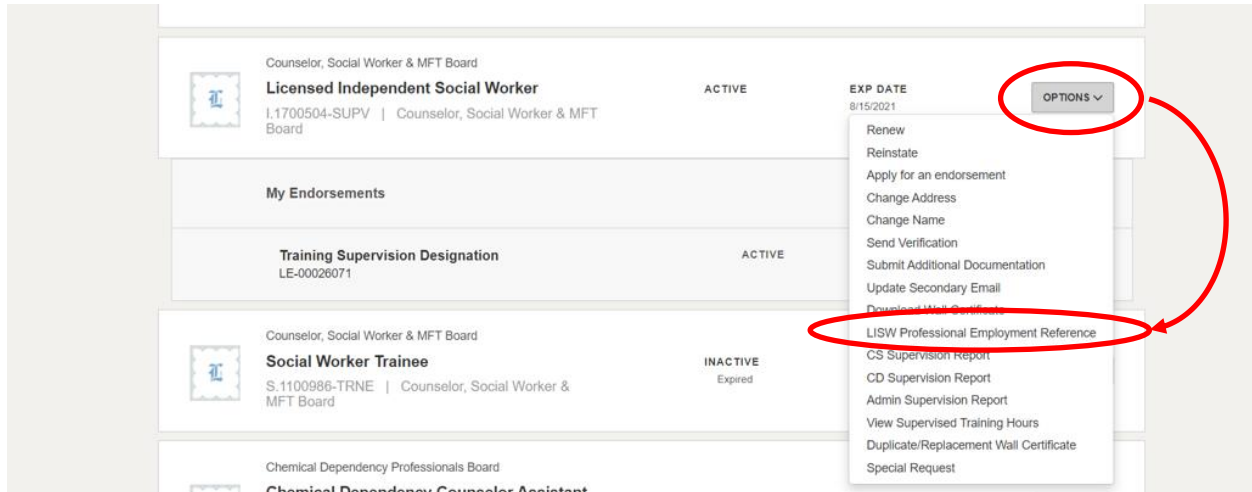
This procedure is used by you to report results after you have completed training supervision with an LSW seeking their LISW.

Procedure without images

1. Log into eLicense Ohio.
2. From the Dashboard, on your LISW license tile, click the **OPTIONS** button then select *LISW Professional Employment Reference*. **NOTE: You will see other supervision reporting options for the Ohio Chemical Dependency Professionals Board since certain CSWMFT licensees can provide supervision for Ohio Chemical Dependency Professionals Board licensees. Other instructions are provided for those reports.**
3. The *LISW Professional Employment Reference* page displays. In the box labeled *Supervisee License # or Name*, search for the LISW candidate you supervised by entering their name or license number. After you enter at least three characters, matching records will appear from which you can select the person you supervised.
4. Read the instructions then click the **SAVE & CONTINUE** button.
5. Complete the LISW Professional Employment Reference form then click the **SAVE & CONTINUE** button.
6. A page for submitting documents appears – there are no submissions associated with the LISW Professional Employment Reference, so nothing needs to be attached here. Click the **SAVE & CONTINUE** button.
7. An attestation pop up displays. After reading the attestation, if you agree click the box and then click the **SUBMIT** button, otherwise click the **CANCEL** button. The reference report is submitted to the Board. After they approve the report (status = Complete), summary data from your report are available for the LISW applicant to view on their dashboard in eLicense Ohio.
8. A submission message displays. Click the **DONE** button.
9. If you want to see a list of the supervision reports you have completed or have submitted, from your dashboard, click the **MY HISTORY** button then select **History Type = Service Requests**.

Procedure with images

1. Log into eLicense Ohio.
2. From the Dashboard, on your LISW license tile, click the **OPTIONS** button then select *LISW Professional Employment Reference*. **NOTE: You will see other supervision reporting options for the Ohio Chemical Dependency Professionals Board since certain CSWMFT licensees can provide supervision for Ohio Chemical Dependency Professionals Board licensees. Other instructions are provided for those reports.**



- The LISW Professional Employment Reference page displays. In the box labeled *Supervisee License # or Name*, search for the LISW candidate you supervised by entering their name or license number. After you enter at least three characters, matching records will appear from which you can select the person you supervised.

LISW Professional Employment Reference

Instructions

License
I.1700504-SUPV

License Name
Licensed Independent Social Worker

* Supervisee License # or Name
Please select the supervisee who is the subject of this supervision evaluation.

Directions: 4757-23-01 Social Work Supervision

Please submit the supervision evaluation as soon as supervision is completed. This includes when the required hours are met, or when a supervision relationship is terminated.

This form must be completed by the supervisor only, not the supervisee.

LISW Professional Employment Reference

Instructions

License
I.1700504-SUPV

License Name
Licensed Independent Social Worker

* Supervisee License # or Name
s.18019

- Lindsey A. Breittfeller, S.1801900, Licensed Social Worker
- Danielle N. Lawson, S.1801901, Licensed Social Worker
- Lechanne Ledger, S.1801902, Licensed Social Worker
- Emily P. Long, S.1801903, Licensed Social Worker
- Genevieve J. Sofranec, S.1801904, Licensed Social Worker
- Amanda Trainer, S.1801905, Licensed Social Worker
- Kasarah J. Stanley-Doyle, S.1801906, Licensed Social Worker
- Jaquita L. Dorman, S.1801907, Licensed Social Worker
- Kirsten N. Borton, S.1801908, Licensed Social Worker
- Kamie M. Hutchins, S.1801909, Licensed Social Worker

The training supervisor is responsible for providing direction to the supervisee, who applies social work theory, and the supervisee both share responsibility for the supervisee's professional growth and development.

4. Read the instructions then click the **SAVE & CONTINUE** button.

Directions: 4757-23-01 Social Work Supervision

Please submit the supervision evaluation as soon as supervision is completed.
This includes when the required hours are met, or when a supervision relationship is terminated.

This form must be completed by the supervisor only, not the supervisee.

Under your Training Supervision the Applicant was engaged in the practice of social work with the intention to apply for a license as a Licensed Independent Social Worker. The supervisor and the supervisee both share responsibility for carrying out their role in this collaborative process of professional growth and development. The training supervisor is responsible for providing direction to the supervisee, who applies social work theory, standardized knowledge, skills, competency, and applicable ethical content in the practice setting. The recommendation you provide should be based upon the work you have done with the applicant over the previous two or more years. The Board provides additional information regarding Training Supervision on its web site.

Please note two important definitions when completing the reference:

- a) Individual Supervision means face-to face contact between a supervisor and an individual supervisee in a private session wherein the supervisor and supervisee deal with problems unique to the practice of that supervisee.
- b) Group Supervision means face-to face contact between a supervisor and a small group (not to exceed six supervisees) in a private session wherein practice problems are dealt with that are similar in nature and complexity to all supervisees in the group.

CANCEL **SAVE & CONTINUE**

5. Complete the LISW Professional Employment Reference form (*not shown filled out or in entirety*) then click the **SAVE & CONTINUE** button.

Log Training Hours

Questions

Supervisee's Job Title

Supervisee's job description

Supervisee's Employer (include city and state)

Supervision Beginning Date
mm/dd/yyyy

Supervision Ending Date
mm/dd/yyyy

Total number of work hours the supervisee completed during the months you

consultation, evaluation, interventions directed to interpersonal interactions) while under my supervision.
 Yes No

Do you recommend the licensee for Independent License ?
 Yes No

I have shared and discussed my evaluation with the supervisee
 Yes No

Please provide any feedback the Board should consider in awarding this licensee an independent license

Are you the work and training supervisor for the supervisee?
 Yes No

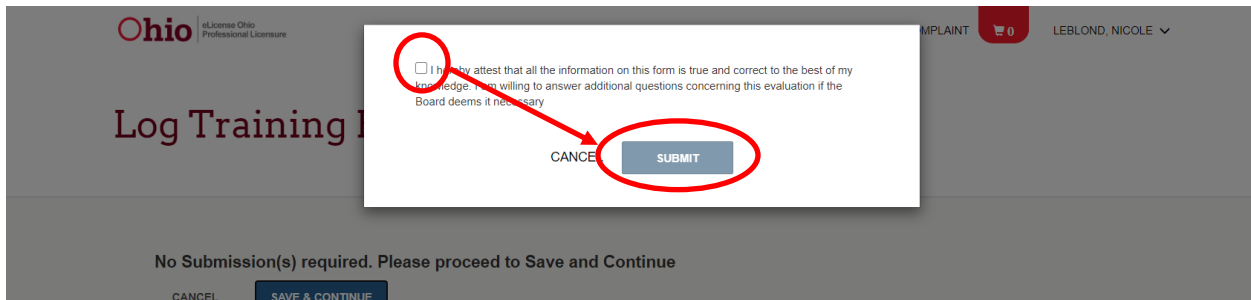
6. A page for submitting documents appears – there are no submissions associated with the LISW Professional Employment Reference, so nothing needs to be attached here. Click the **SAVE & CONTINUE** button.

Log Training Hours

No Submission(s) required. Please proceed to Save and Continue

CANCEL **SAVE & CONTINUE**

7. An attestation pop up displays. After reading the attestation, if you agree click the box and then click the **SUBMIT** button, otherwise click the **CANCEL** button. The reference report is submitted to the Board. After they approve the report (status = Complete), summary data from your report are available for the LISW applicant to view on their dashboard in eLicense Ohio.



8. A submission message displays. Click the **DONE** button.

Service Request Submitted

Thank you for submitting a service request! Your service request Id is: **SR-317837**

We will address your request as soon as possible!

DONE

9. If you want to see a list of the supervision reports you have completed or have submitted, from your dashboard, click the **MY HISTORY** button then select **History Type = Service Requests**.

The screenshot shows the eLicense Ohio dashboard. At the top, it says "Welcome to your eLicense Dashboard". Below this are two buttons: "+ APPLY FOR A NEW LICENSE" and "MY HISTORY". A red circle highlights the "MY HISTORY" button, with a red arrow pointing to the "History" section below. In the "History" section, there is a dropdown menu for "History Type" with "Service Requests" selected. A red circle highlights the dropdown menu, and another red circle highlights the "Service Requests" option. Below the dropdown is a table with columns: License #, Licensee Name, Fee Type, Fee Amount, Payment Amount, Paid Date, Paid By, and Receipt #. A search bar is also visible on the right side of the table.