

Supervision as Strategy: Developing People, Strengthening Practice

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Learning Objectives

By the end of this session, you'll be able to:



Describe a three-level, competency-based supervision framework you could build at your own organization.

1



Identify at least four documentation tools that make trainee progress visible — and which ones you might adapt.

2



Explain how a curriculum (like the BACB Task List) can be sequenced across a multi-quarter timeline.

3



Name at least two strategies — rotation, incentives, shared resources — that keep any supervision model consistent and sticky.

4

Why Structure Matters

Without a shared framework, a resident's whole experience can hinge on which supervisor they happen to land with.

A structured residency gives every trainee — and every supervisor — a shared roadmap, clear expectations, and visible progress.



Inconsistent experience across supervisors and sites



No shared way to document or verify readiness



Unclear path from new trainee to BCBA-ready

Meet Elevate's Residency Program



2

office locations



~50

team members across sites



3

progressive supervision levels



5–6

quarters to complete fieldwork

Trainees rotate through supervisors, sites, and increasing responsibility on a predictable cadence — the shape you'll see borrowed throughout this talk.

Getting Started: Resident Onboarding

"I Just Started My Fieldwork... Now What?" is the friendly first read for every new resident.



Sign supervision contracts

Hours can't be collected until contracts are signed by both parties.



Set up a fieldwork tracker

Residents pick an approved tracker (BACB, Ripley's, Excel) or build their own — it just needs to capture what the BACB requires.



Build a fieldwork binder

Ethics Code, Task List, and a log of restricted vs. unrestricted hours, all in one place.



Prep for monthly supervision

Bring the tracker, the Monthly Supervision Sheet, and this month's questions.

The Three-Level Supervision Framework



Level 1

Min. 100 hours before advancing

- Observe cases with a BCBA (no program changes)
- Write narratives of observations & graphs
- Observe assessments; review curricula
- No feedback given to staff



Level 2

Supervised case involvement

- Supervise a case with a BCBA present
- Draft mock treatment plans & summaries
- Propose program changes each session
- Participate in assessments; learn HiRasmus



Level 3

Near-independent practice

- Supervise clients without a BCBA present
- Write treatment plans & summaries (w/ approval)
- Run assessments; build goals in HiRasmus
- Gives feedback directly to staff

Rotating Supervisors and Sites

Every resident works under a different BCBA each quarter and spends time at both office locations.



New supervisor each quarter

Exposes residents to varied clinical approaches, strategies, and supervisory styles.



Time at both locations

Experience with older and younger clients and a broader range of assessments and modalities.



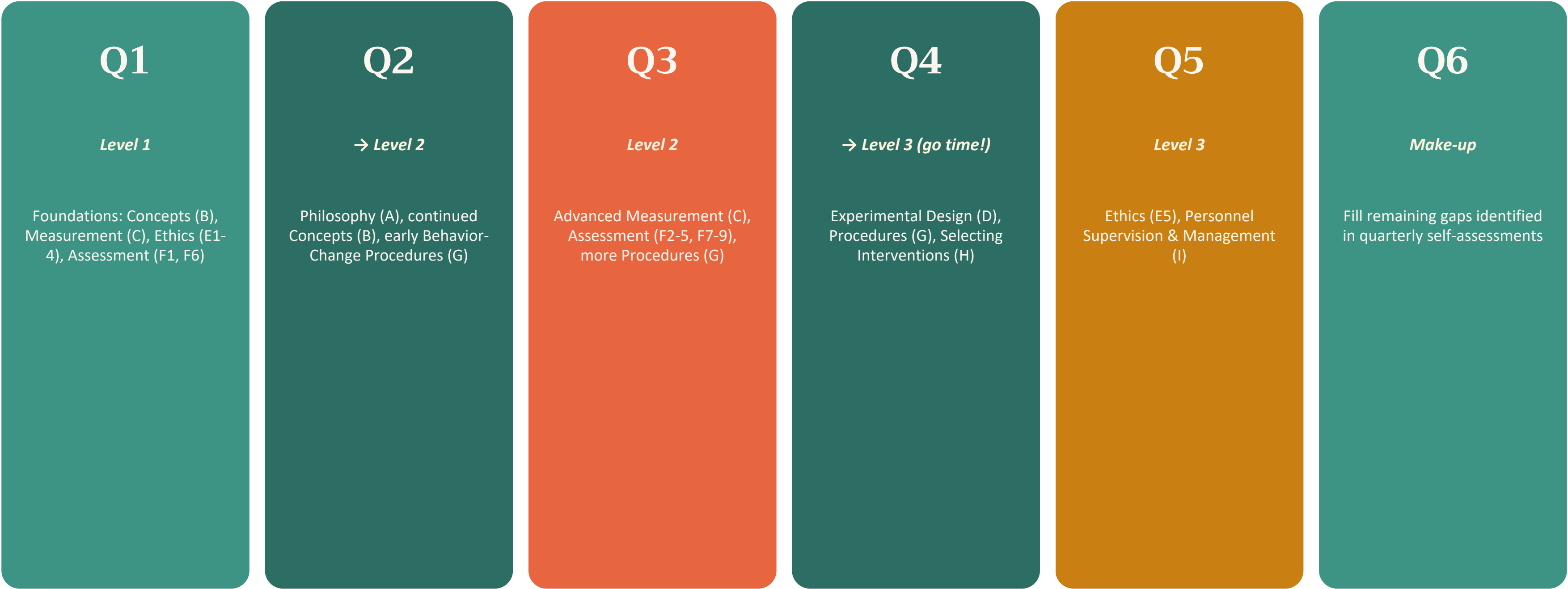
Cross-team exposure

Participation in multidisciplinary team meetings, IEPs, and family guidance sessions.

Residents also get dedicated weekly programming time and a shared unrestricted-activity library — less prep stress for supervising BCBAs.

Sequencing the Task List Across Quarters

A suggested (not mandatory) flow keeps Task List domains aligned with each resident's stage.



Documentation & Accountability Tools



Monthly Supervision Checklist

Logs shadowing sessions, mock plans, data reviews, articles read, meetings attended, and staff trainings each month.



Fieldwork Tracker & Binder

Captures every element the BACB requires; binder holds the Ethics Code, Task List, and hours log.



Program Change Proposals

Required for every shadowing session and supervised case change to document clinical reasoning.



Resident Timeline

Maps Task List domains to each quarter as a flexible guide, not a rigid requirement.

Quarterly Self-Assessment: Technical + Soft Skills



Task List Self-Assessment

A 1–4 rating scale, completed each quarter and shared with the resident's next supervising BCBA:

- 1 — I can define it
- 2 — I can give examples & non-examples
- 3 — I can demonstrate it
- 4 — I can teach it to others

Covers all BACB Task List domains, A through I.



"Beyond the Task List"

Supervising BCBA rates soft skills on the same 1–4 scale:

- Communication & emotional intelligence
- Interpersonal skills & professionalism
- Adaptability & critical thinking
- Leadership, influence & mentorship
- Time management & cultural humility

Monthly Supervision Checklist



ELEVATE BEHAVIOR SERVICES Monthly Supervision Checklist

Fill out this form and take it to your supervisor(s) during each monthly supervision meeting. Check each box that is relevant to your experience.

Supervisee Name _____ Month/Year _____

- ☐ Shadowing/Observation Sessions with a client(s). Should be done at a minimum of 2 sessions/ month and no more than 8 sessions/ month and a program change proposal is required for each session.
 - ☐ Date _____ Client _____
 - ☐ Date _____ Client _____
 - ☐ Date _____ Client _____
 - ☐ Date _____ Client _____
 - ☐ Date _____ Client _____
 - ☐ Date _____ Client _____
- ☐ Created a mock program summary (Must be shared with supervisor(s))
- ☐ Created a mock treatment plan (Must be shared with supervisor(s))
- ☐ Created a mock fidelity check (Must be shared with supervisor(s))
- ☐ Reviewed client data - Any insights or concerns should be provided to the client’s BA via email
- ☐ Did you read any articles, listen to any podcasts, or watch any instructional videos. Must write a summary and share with your supervisor
 - ☐ Title _____
 - ☐ Title _____
 - ☐ Title _____
 - ☐ Title _____
 - ☐ Title _____
- ☐ Attended relevant meetings with parents, caregivers, or other stakeholders
 - ☐ Date _____
 - ☐ Date _____
 - ☐ Date _____
 - ☐ Date _____
- ☐ Conducted staff training
- ☐ Other - Please Explain Below

Shadowing Expectations

Clear rules keep shadowing purposeful and protect the treating BCBA's authority over the case.



Only with clients the supervising BCBA currently oversees — basic observation only, never active programming



Sessions capped at 1 hour, with a clear purpose defined in advance



No advice to the RBT on behavior management or programming without the supervising BCBA's verbal consent — and presence



A program change proposal is submitted for every shadowing opportunity



No more than 2 sessions logged per week without supervisor permission, so there's time for other growth activities too

Program Change Proposals



625 Morrison Springs Rd
Chattanooga, TN 37415
423-802-1982 (P)
423-320-3913 (F)

Program Change Proposal

Client:

Description of the Observation*(include date, time, narrative of session)*

Or

Research you have conducted on client

What would you like to change, add or take away from the program? *(Be specific, what is it and how would you explain it to staff, teach it, put into catalyst/program summary, etc):*

Explain the rationale for the change:

Feedback from Supervisor:

Activity Library

- Unrestricted activities outlines that can be utilized for client specific needs
- Reduces burden on BCBAS to come up with unrestricted tasks/activities
- Ensures ongoing activities are available



Beyond Clinical Skills

Residency also builds operational fluency residents will need as future BCBAs.



Multidisciplinary collaboration

Participation in team meetings, IEPs, and family guidance sessions alongside other providers.



Codes, insurance & payors

Direct training on billing codes, insurance processes, payor requirements, and barriers to accessing care.



Soft Skills

Residents learn how to approach and train RBTs, how to navigate difficult parent situations, resiliency skills when things are out of your control

Incentives & Retention



\$2.00/hr

total possible wage increase, earned in \$0.50 steps at 25%, 50%, 75% and 100% completion of a resident's Master's program



Free supervision

Fieldwork supervision is provided at no cost to the resident, as part of Elevate's investment in their growth.



Raises tied to coursework, not just resident status

Every supervisee earns the same progressive raise regardless of whether they hold the Resident role, keeping incentives fair.



Shared activity library

An unrestricted-activity library removes repetitive prep work from supervising BCBAs, protecting their time.

What Happens After Fieldwork Hours Are Complete



Return to RBT role

The resident transitions out of the Resident position, opening that seat for the next team member.



Expanded responsibilities

Primary focus shifts back to direct casework, though the resident's expanded skillset may lead to occasional higher-level tasks.



Eligibility ≠ guarantee

Passing the BCBA exam makes someone eligible to apply — not guaranteed a promotion, raise, or new position.



Competitive process

BCBA openings are filled through interviews, weighing position availability, performance, competencies, and administrative discretion.

Borrow the Framework, Not Just the Forms

What you saw today is Elevate's shape for it. Here's how to translate it to yours.



Call it what fits

Residency, practicum, traineeship, internship, fieldwork placement — the label doesn't matter. The tiers, the documentation, and the rotation do.



Right-size it

A two-site, ~50-person organization needed six quarters and three levels. A smaller practice might only need three quarters and two.



Start with one piece

Pilot a single tool first — a monthly checklist or a leveled rubric — before you try to stand up the whole system at once.

Key Takeaways



Tie supervision levels to concrete, observable criteria — not just time served



Sequence Task List content to match each stage of a resident's growth



Rotate supervisors and sites deliberately to broaden clinical exposure



Build in documentation tools that make progress visible to every new supervisor



Pair structure with incentives that support retention and morale

Comprehension Check

To receive CE credit for this session, be ready to answer:



Question 1

How many hours of Level 1 supervision must a resident complete before advancing to Level 2?



Question 2

Which of the following is a stated expectation for shadowing sessions?



Question 3

What is the stated purpose of the quarterly Task List self-assessment?

Thank You!

Questions & discussion welcome

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