Clinical Supervision Policy
It is the policy of Sunrise Behavioral Health, L.L.C. to employ a full time or two part time Clinical Directors to supervise the medical and clinical needs of the agency. Sunrise Behavioral Health, L.L.C. (hereinafter referred to as Sunrise) requires the supervising clinical director and qualified mental health professional abide by the following policies:

Binding Contract
At all times, the Clinical Supervisor must have a legally binding contract with Sunrise that delineates the responsibilities of his or her direct supervision, which includes, but is not limited to, assuming professional responsibility for clinical services provided. The Clinical Supervisor acknowledges those responsibilities and evidences agreeing to them with his or her witnessed or notarized signature.

License to Practice
It accordance with Nevada Revised Statutes Chapter 641A, Sunrise requires the Clinical Supervisor show evidence of being licensed to practice as a qualified mental health professional (hereinafter referred to as a QMHP) in the State of Nevada with a current and valid State of Nevada Board of Examiner’s licensure for their respective discipline (Nevada Revised Statutes, 2013).

Responsibilities of Clinical Director
According to Medicaid Services Manual (2011), the “Clinical Supervisors must assure that the mental and/or behavioral health services provided are medically necessary and clinically appropriate” (sec. 403 p. 4). Responsibilities also include the Clinical Supervisor “assuming professional responsibility for the mental and/or behavioral health services provided” (Medicaid Services Manual, 2011, sec. 403 p.4).

Exercising Responsibilities in Good Faith
The Clinical Supervisor shall exercise his or her powers in good faith and with a view to the interests of the agency. In performing their respective duties, Clinical Supervisors are entitled to rely on information, opinions, reports, books of ICANotes, accounting or statements, including assessments, treatment plans, progress notes, other clinical statements, or other clinical data that is prepared or presented by: (a) one or more managing member of the corporation reasonably believed to be reliable and competent in the matters prepared or presented. (b) counsel, ICANotes representatives, financial advisors, valuation advisers, and other persons as to the matter reasonably believed to be within the preparers or presenters professional or expert competence or (c) a committee on which the director or officer relying thereon does not serve, established in accordance with NRS statute as to matters within the committees designating authority and matters on which the committee is reasonably believed to merit confidence.
Clinical Supervisory Functions

In conjunction with exercising responsibilities in good faith, the Clinical Supervisor(s) must have “the specific education, experience, training, credentials, and licensure to coordinate and oversee an array of mental and behavioral health services” (Medicaid Services Manual, 2013, sec. 403 p.4).

To that end, the supervising Clinical Supervisor(s) shall perform 3 main functions:

1. Work in partnership with the Medical Supervision Team to ensure the all services provided are medically necessary.
2. Work in partnership with the Quality Assurance Team to monitor and evaluate the clinical appropriateness of the services provided.
3. Work in partnership with the Direct Supervisor to manage all QMHPs, QMHAs (Qualified Mental Health Associates) and QBAs (Qualified Behavioral Aides) with the support of the Human Resource, Medical Supervision, and Quality Assurance Teams.

Ensuring Services Provided are Medically Necessary

The Clinical Supervisor shall base its finding of medical appropriateness on his or her professional opinion, documented assessments, 30-day, 60-day, and 90-day progress reports and relevant information supplied by the clinical team. The Nevada Administrative Code (2013) defines an assessment as “the systematic collection, analysis and interpretation of data that is relevant to the status of the health of a patient to determine the actual or potential needs of the patient regarding health care” (p. n.p). The Clinical Supervisor shall enforce supervision with the following oversight:

1. As delineated in the Medical Supervision policy, define medical necessity by following the guidelines provided by NRS.695G.055 (Nevada Revised Statute, 2013).
2. Follow Sunrise’s medical policy description of working within the scope of practice, ensuring that “only qualified providers provide prescribed services under the state law” (Medicaid Services Manual, 2011, sec. 403 p.5). The Clinical Supervisor shall review the Human Resource Department’s Quality Assurance report.
3. The Clinical Supervisor must run a record’s check in ICANotes to ensure all assessments were recorded in the software prior to any provider delivering services. “With exception to Crisis Intervention services, a comprehensive mental and/or behavioral health assessment and diagnosis is accomplished prior to providing mental and/or behavioral health services” (Medicaid Service Manual, 2011, sec 403, p.5).
4. The Clinical Supervisor shall sign a document when the recipient, their family, or legal guardian(s) (in the case of legal minors) acknowledges in writing that they understand their right to select a qualified provider of their choosing.

5. The Clinical Supervisor shall review reports from the Quality Assurance Team in the monthly meeting to validate the recipient, their family, or legal guardian(s) (in the case of legal minors) participates in all aspects of care planning.

6. The Clinical Supervisor shall sign a document when the recipient, their family, or legal guardian(s) (in the case of legal minors) acknowledges they received a copy of the Treatment and/or Rehabilitation Plan(s).

7. The Clinical Supervisor shall sign the Treatment and/or Rehabilitation Plan(s) when validating the recipient, their family, or legal guardian(s) (in the case of legal minors) has signed the plan.

Ensuring Clinical Appropriateness of Services Provided

In accordance with Sunrise’s quality assurance policy, the Clinical Supervisor shall have access to electronic record keeping ensuring that all providers are following and implementing the instructions of the clinical team. The Clinical Supervisor shall review assessments, treatment plans, and progress notes to validate that services are being delivered as prior authorized. The Clinical Supervisor shall enforce supervision with the following oversight:

1. In accordance with 403.2A.2.b of the Medicaid Manual, the Clinical Director must directly (or with the support of the Direct Supervisor) develop and approve a comprehensive and progressive Treatment Plan and/or Rehabilitation Plan prior to services beginning with a client (Medicaid Services Manual, 2011).

2. The Clinical Supervisor shall ensure all records are up to date within 30 days through the ICANotes software supervisory task manager. The “rules” section of ICANotes automatically alerts the Clinical Supervisor and Quality Assurance Managers if 30 day notes are late. The Clinical Supervisor shall respond appropriately with the Human Resource Department and document that all records are current.

3. The Clinical Director must review treatment or rehabilitative goals and objectives monthly with the medical director, weekly with the clinical team, and on call as needed for Crisis Intervention to ensure clinical appropriateness.

4. The Clinical Director shall meet with the Quality Assurance Team to discuss any alerts sent by ICANotes software regarding if treatment goals, objectives, and delivery of services are not in accordance with Medicaid Services Manual (2011) i.e. “time specific,
measurable (observable), achievable, realistic, time-limited, outcome driven, individualized, progressive, and age and developmentally appropriate” (sec. 403 p.5).

5. The Clinical Supervisor shall do rounds throughout the office(s) or clinic(s) on a regular basis or review an appointed supervisor’s notes on rounds to observe and monitor that recipients receive mental and/or behavioral health services in a safe and efficient manner.

**Supervising QMHPs, QMHAs, and QBAs**

In accordance with Sunrise’s quality assurance policy, the Clinical Supervisor(s) must follow all tenets, statutes, regulations, codes and laws defined in the American Psychological Association, Division of Health Care and Financing Medicaid Services Manual, Health Insurance Portability and Accountability Act (HIPAA), Nevada Administrative Code, Nevada Revised Statutes, and State and Federal Labor Commissioner’s Office. The Clinical Supervisor must follow the policies prescribed in the Sunrise Medical Supervision and Quality Assurance Policies. The Clinical Supervisor(s) shall abide by the governing rules of the State of Nevada Board of Examiners for their respective discipline, and at all times, the Clinical Supervisor must properly document all aspects of their supervision to remain compliant with end-of-year reporting required by State of Nevada Medicaid.

It is the desire of Sunrise Behavioral Health, L.L.C. to operate a long term and reputable behavioral health agency within the community. Sunrise will work in partnership with supervising medical doctors, clinicians, and other mental health professionals to create the highest standards of excellence.
References
