



IDAHO DEPARTMENT OF
HEALTH & WELFARE

C. L. "BUTCH" OTTER – Governor
RICHARD M. ARMSTRONG – Director

ROSS EDMUNDS – Administrator
DIVISION OF BEHAVIORAL HEALTH
450 West State Street, 3rd Floor
P.O. Box 83720
Boise, Idaho 83720-0036
PHONE 208-334-6997

DATE: DECEMBER 13, 2011
TO: PROVIDER NETWORK
FROM: SUBSTANCE USE DISORDERS PROGRAM
SUBJECT: UPDATES TO HOW TO MANUAL FOR CLINICAL SUPERVISION

Updates to the How to Manual for Clinical Supervision in Idaho has been posted to the DHW/SUD website Monday 12-12-11, and is located at:
<http://www.healthandwelfare.idaho.gov/Medical/SubstanceUseDisorders/tabid/105/Default.aspx>

1. Click on Information for Providers
2. Scroll OVER Information for Providers and click the drop Qualified Professionals on the drop down menu
3. See the Clinical Supervision links on the right
4. Click How to Manual for Clinical Supervision
5. Use the table of contents and click Chapter 14 for all updates and fillable Professional Development Plan formats

Updates include: *(These updates will be maintained in Chapter 14 of the How to Manual)*

Program is left without a Clinical Supervisor (CS): protocol to ensure compliance with IDAPA

Counselor is absent from Job (Ill, Vacation or left the Job): to ensure compliance with IDAPA

Exceptions to the required one hour of clinical supervision per month requirement

1. One time per quarter Clinical Supervision;
2. Two times per year Clinical Supervision;
3. One time per Year Clinical Supervision;
4. Clinical Supervision for Case Managers

Professional Development Plans

Forms for Professional Development Plans are now available in two types of formats which may be found online at:

<http://www.healthandwelfare.idaho.gov/Medical/SubstanceUseDisorders/InformationforProviders/QualifiedProfessionals/tabid/1004/Default.aspx>:

1. Fill out forms online and then printed for signature and
2. Print forms and then fill in with pen and then signed (see Appendix D of the How to Manual)

Credentialing for a QSUDPT

Change in process: QSUDPT Initial Professional Development Plan - To be used at time of hire
QSUDPT Intensive Supervision Professional Development Plan_ – Due one month from date of hire