

ADMINISTRATIVE PROTOCOL

Level:	DHP Division	Policy Number:	DHP-MIECHV 1
Applicability:	MIECHV	Date of Last Update:	
Effective Date:	12/13/2013	Approved	12/13/2013

Subject: Maternal Infant Early Childhood Home Visitation Project

Policy: CI and CSD staff receives timely and effective training and supervision

Purpose: To assure that CI and CSD staff has optimal skills and support to implement best practices and achieve best outcomes.

Procedure: CI and CSD participate in required and additional training and in weekly reflective supervision provided by a professional with demonstrated competence in home visitation, referral systems, and community system development.

1. CI and CSD attend MIECHV required core trainings within 90 days of hire.
2. CI and CSD attend KCHD required training per Department policy.
3. CI and CSD attend MIECHV CI/CSD Learning Committees.
4. CI and CSD receive additional training related to job description as determined in collaboration with supervisor.
5. Supervisor provides one hour of reflective supervision on a weekly basis addressing progress towards goals and objectives, ongoing service provision, action steps needed to address challenges and barriers or to develop improvement strategies.
6. Performance management is achieved collaboratively between staff and supervisor in alignment with KCHD Performance Management Plan
7. Trainings are documented on a continuous basis by the staff on a training log.
8. Reflective Supervision sessions are documented on a reflective supervision form which both supervisor and staff sign.

FORMS: Training log, Reflective Supervision Log

Approved By: (Signature)	
Approved By: (Name & Title)	Theresa Heaton, CI/CSD Manager
Date of Approval:	12/13/13

Topic/Issue	Next Step (s)

Staff Signature: _____

Supervisor Signature: _____

Topic/Issue	Next Step (s)

Staff Signature: _____

Supervisor Signature: _____