

## 4-2.C LEVEL CHANGES IN SUPERVISION

### REQUIREMENT

**4-2.C** Each family's progress to a new level is reviewed and agreed upon by the staff and supervisor prior to moving a family from one service level to another.

#### How is this rated?

- **Exceeds Standard (3)** - Family progress serves as the sole basis for moving a family to a new level and is agreed upon by the staff and supervisor before a level change.
- **Meets Standard (2)** - In the past, families changed levels without a completed Level Change form or agreement on progress between the staff and supervisor; however, recent practice (past 3 months) indicates this is now occurring.
- **Does not Yet Meet Standard (1)** - Level change forms are not yet completed when a family changes levels or the staff and Supervisor do not yet agree on progress.

### DOCUMENTATION REVIEW

- ☐ Completed Level Change Form
  - A completed form signed by both the staff and Supervisor is enough to demonstrate adherence to this standard.
- ☐ Family Progress Review (FPR) supervision notes may also detail support or rationale for level changes



### TIPS FOR COMPLETING

- Level changes should be discussed in supervision prior to discussing with the family.
  - All criteria outlined on the level change form must be met (unless marked as optional) to demonstrate the family's progress in the program before decreasing visit frequency.
- Rating is based on level 1, 2, 3, TO, and TR\* forms (1P/2P forms are optional)



This is an **Essential Standard**

Creative Outreach (CO) is rated separately under 3-3.B