

# CTI Supervision Form



Present	
Absent	

Today's Date             

Month                      Day                      Year

**Instructions:**

1. This form is filled out every week during supervision to document discussions about Veterans on the Case Manager's caseload.
2. Before the meeting, the Case Manager fills in the names of Veterans and codes key discussion points relevant to each Veteran based on past week's fieldwork and/or any changes to the Veteran's status and records.
3. During the meeting, the supervisor places a V mark in the far-right column next to each Veteran who has been discussed.
4. If the entire caseload cannot be discussed at each meeting, one supervision meeting should be set aside per month to conduct a cursory overview of all Veterans on the Case Managers caseload.

Veteran's Name	Case Manager's Initials	<u>Discussion Codes</u> Record the key discussion below.  1= Ready to give new case presentation 2= Veteran faced with a crisis or big change 3= Cannot be located 4= Discuss whether refusal is permanent 5= Time to prepare for a new phase 6= Time to prepare for end of intervention 7= Difficult problem with support network 8= Positive occurrence to share with team 9= Other	Place V mark in box when Case Manager discusses Veteran.
