Application 2: Creation of a Supervision Evaluation Tool

Purpose

This evaluation tool is a formative evaluation tool that is designed to provide direct feedback to supervisees after the completion of each case that is completed throughout their internship year. This tool focuses specifically on skills that are relevant to school psychology cases in a school, including academic evaluations and functional behavior assessments. This evaluation tool is designed to be used as part of a comprehensive system of evaluation including both formative and summative evaluation. This tool is not designed to be used as the sole basis for administrative decisions regarding whether interns continue and/or successfully complete training requirements.

Rationale

School psychology interns need direct feedback about skill levels in order to facilitate skill acquisition and to reinforce professional growth. This tool will provide direct, specific feedback to interns about each of the fundamental steps to completing a case. In this way, interns will receive specific feedback after each case and can use this information to achieve mastery on each element. As this tool is administered multiple times throughout the year, it can also serve to track intern progress. Items on the evaluation tool have been designed using domains described by the NASP standards for training and field placement programs in school psychology, to ensure that interns are working toward recognized standards in the field of school psychology.
Case Evaluation Form

Supervisee Name: ______________________________________________  Date: ______________________

Supervisor Name: ______________________________________________  Case: ______________________

Evaluate the student on the following rating scale:

- **4** Yes, definitely = Consistently exhibits the behavior and is independent on all aspects of the task
- **3** Yes, mostly = Usually exhibits the behavior and requires supervision on some aspects of the task
- **2** No, not really = Rarely exhibits the behavior and requires supervision on most aspects of the task
- **1** No, definitely not = Never exhibits the behavior and requires supervision on all aspects of the task
- **N/A** Not applicable = Item is not applicable to case

General Description of Case:

The supervisee used a variety of tools to gather information across sources, and in different settings to accurately document the existence of a problem

1. Interviews were conducted with all relevant parties. 4 3 2 1 N/A
   Comments:

2. A variety of reliable and valid tools were used to indirectly and directly assess student (e.g. direct observations, file review). 4 3 2 1 N/A
   Comments:

3. Evaluation tools were appropriate for assessment and accurately administered to student. 4 3 2 1 N/A
   Comments:

4. Evaluation was conducted across all relevant areas of function (e.g. academic achievement, adaptive behavior) 4 3 2 1 N/A
   Comments:

5. Considered formative and summative evaluation data. 4 3 2 1 N/A
   Comments:

The supervisee used data to inform decisions

6. Systematically collected information to identify and verify student strengths and needs. 4 3 2 1 N/A
   Comments:
7. Considered all possible solutions/conclusions.  
Comments:  

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8. Linked assessment data to interventions.  
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### Effectively collaborated and consulted with others

9. Effectively collaborated with educators, families, and others to gather information and develop comprehensive goals and interventions  
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10. Flexible in adapting to stressful, difficult, and changing demands  
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11. Sensitive to individual differences and diverse needs  
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### Communication of case-related information

12. Effectively presented and discussed evaluation results and data  
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13. Developed written reports that succinctly summarized relevant case information, results, and conclusions  
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14. Frequently communicated with supervisor regarding progress of the case, important information, and related concerns  
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### Adherence to all relevant procedures, policies, and standards

15. Completed all tasks in a timely manner and adhered to all agreed upon deadlines  
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16. Upheld all ethical standards relevant to this case, including standards set forth by APA and NASP  
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17. Acted within the boundaries of his/her level of competence  
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18. Sought collaboration from other professionals when faced with tasks outside his/her area of competence  
Comments: 4 3 2 1 N/A

19. Applied knowledge of information, sources, and technology relevant to the case  
Comments: 4 3 2 1 N/A

20. Provided plan for continual data collection to monitor outcomes  
Comments: 4 3 2 1 N/A

21. Used progress monitoring data to evaluate intervention outcomes and to modify intervention or plan when necessary  
Comments: 4 3 2 1 N/A

22. Continued to collaborate with relevant parties and to provide support as needed  
Comments: 4 3 2 1 N/A

23. Provided plan for monitoring fidelity and assisting with improving fidelity when needed  
Comments: 4 3 2 1 N/A

**Follows through with data collection and collaboration after an intervention or plan is put into place**

**Major Strengths of Supervisee in Case:**

**Areas for Improvement:**

Supervisor Signature ___________________________ Date __________________

Supervisee Signature ___________________________ Date __________________