

SUPERVISION LEVELS: REFERENCE GUIDE

Supervision levels help staff members and families understand the type of support needed to keep each person safe, while also promoting independence. These levels are based on individual needs and are outlined in the person's Life Plan and support plans, such as Staff Action Plans and Respite Safeguard Grids.

When determining supervision levels, the circle of support should consider the least restrictive level of supervision that will ensure the person is safe while also encouraging personal growth and independence.

Level of Supervision (LOS) refers to the degree of support and oversight outlined in a person's Life Plan and support plans. LOS is specific to the **setting** (e.g., home, work, community) and/or **activity** (e.g., eating, bathing, transportation), and is based on the person's unique needs, preferences and goals.

Supervision levels may also vary depending on the type of support provider.

For example:

- Natural supports (like family or friends) may provide supervision differently than paid staff.
- Respite services may require a defined LOS to ensure safety during short term care.
- Community habilitation staff members follow LOS to promote independence while ensuring the person is safe and supported in community settings.

Different Types of Supervision Levels:

These levels of supervision are from most restrictive to least restrictive.

One-to-one supervision means a designated staff member is responsible for providing continuous, individualized support to the person, staying within close proximity to ensure immediate assistance can be provided when needed. The staff member must maintain constant visual contact and stay within close proximity, as outlined in the plan.

This supervision level is not common in self-direction but may be appropriate in specific settings, such as when crossing a street, eating or other times that close supervision is needed. One-to-one supervision is sometimes necessary for people with significant safety concerns or medical/behavioral needs.

Range of scan/sight supervision means the person must be within the direct or indirect visual field of a staff member, as defined in the person's plan of care. Assigned staff members remain in the same area as the person, based on the reason for the Level of Supervision. The person must be within the staff member's direct line of sight or within a limited range of movement—so that the person can be seen by turning their head or body—as outlined in the individual's plan of care. The scanning field includes turning the head left or right to visually check on the person, and the person supported cannot be positioned behind the staff member. The staff member must be able to respond immediately to identified needs (e.g., self-injurious behavior, pica, adaptive support needs, etc.).

This supervision level is implemented when a person does not require constant physical proximity but does require close monitoring to maintain safety. It helps balance safety needs with opportunities for increased independence, where appropriate.

Periodic checks supervision involves the staff member observing the person at specified intervals, as noted in their individualized plan. This level of support is intended to ensure the person's general well-being and safety, or to monitor specific behaviors of concern, without continuous direct observation. The staff member must conduct check-ins at established time intervals, as outlined in the individual's Life Plan or support plans. Often, this means the staff member must remain in a location where they can hear the person at all times to detect signs of distress or emergencies. This supervision level supports people who do not require constant staff member presence but benefit from routine oversight for health, safety or behavioral reasons. It allows for greater independence while still maintaining a support framework.

The independent with staff present supervision level allows the person to exercise a degree of independence while a staff member remains present in the same physical space to ensure safety and provide support if needed. It is designed to encourage autonomy within defined boundaries. The staff member must remain present within the home or community location that the person is in. The plan should clearly outline the locations and time frames where this applies.

This supervision level is appropriate for people who are developing or maintaining independent living skills and who do not require constant direct supervision, but still need a staff member present and attentive to ensure safety and provide guidance or redirection if necessary.

The Independent supervision level applies to people who can safely manage on their own in specified environments, such as their home or community, without the need for direct or continuous staff oversight. Generally, a person who has this supervision level has a degree of independence as described in their plan and is generally for people who can manage independently within their home or community.

The plan should specify any time limits, environmental conditions or other constraints related to when and where the person can be unsupervised.

This supervision level is designed to support autonomy and self-determination for people who do not require staff member presence to remain safe. It reflects the least restrictive Level of Supervision and should be regularly reviewed to ensure it continues to meet the person's needs and abilities.

Maintaining Supervision During Staff Transitions

When a staff member is ending their shift, taking a break or leaving unexpectedly, it is critical to ensure that supervision levels are maintained.

Staff members are responsible for providing supervision according to the person's assigned supervision level, as outlined in their Life Plan or support plans.

During **planned transitions**, like a staff member ending their shift or taking a scheduled break, they must ensure that another responsible caregiver or staff member is available to continue providing the appropriate level of supervision. This is especially important for people who cannot be left alone under any circumstances.

When picking up or dropping off a person who requires supervision, the staff member must confirm that a responsible caregiver is present before leaving.

If a staff member experiences an emergency and must leave before being relieved, they are required to attempt to reach a family member/caregiver. If they are unable to reach anyone, the staff member should initiate emergency calling procedures to ensure immediate support is arranged.

The circle of support is responsible for outlining a **backup plan** in the person's support documents for times when staff members are unavailable.

This plan should:

- Identify who can step in to provide supervision
- Define the steps to notify or activate backup supports
- Ensure that supervision levels are maintained without interruption