


SUPERVISION (UDO/USO/PRE-LICENSE)

(6/10/26)

Questions & Answers

Q	If a new enrollment is created (e.g., for an aide) after the initial face-to-face meeting occurred, is a new face-to-face required for the subsequent enrollment?
A	No. You can enter the same face-to-face date on the new enrollment for the Supervision Plan.
Q	If someone does not show up in the drop-down list for the supervisor or the service provider, how do you complete the Supervision Plan?
A	If you don't see someone in one of the drop-downs, that should be there, you will want to check the person's Portal Profile to see if they are entered correctly. In addition, if a Supervisor is not showing in the drop-down, the supervisor may need to be given "Supervisor" permissions in the Portal.
Q	I don't see a Supervision Tab on either Caseload Maintenance or Medicaid. Where would I find the Supervision Tab?
A	 <p>Medicaid>Supervision>Supervision Plans</p>
Q	Often times the CFY does not receive Form 6. Are both forms necessary?
A	Yes. Since Form 6 will not be sent to you until after the supervision period begins Form 4a should be uploaded. Form 6 is the verification and approval for the SED required supervision. If the CF does not receive Form 6, the CF should contact SED. Form 6 is required for audit purposes. The permit application (Form 4a) should be uploaded initially. When Form 6 is received, it should be uploaded.
Q	Can there be more than one supervisor for one service provider for one particular child?
A	Yes, but a Supervision/Enrollment Plan and face-to-face observation meeting date must be entered into the Portal for the additional supervisor; followed by the required UDO/USO documentation.

