

Online Social Worker Supervision Management User Guide

The Texas Behavioral Health Executive Council is pleased to announce the launch of its online supervision management module. This module will allow supervisors to add or remove supervisees as well as update their accrued hours.

Important Notes:

- These instructions are valid for both Clinical and Independent Practice Recognition supervision.
- Once a supervisory relationship is ended, accrued hours cannot be added. Be sure to enter the supervisee's hours BEFORE terminating the supervision.
- If your supervisee has accrued the required hours to upgrade to a full license, enter those hours via the online module but DO NOT terminate supervision. The supervision will be terminated automatically when the upgraded license is issued to the supervisee.

What follows is a step-by-step guide to managing your supervisees online.

Accessing your online license profile

Step 1: Go to the Online Licensing Services [login page](#)

Step 2: In the upper right corner of the page, enter your User ID and Password then click "Sign In". If you are a new user, create a new account.

Returning User

User ID:

Password:

[Forgot user ID?](#)
[Forgot password?](#)

New User

Important Note – If you are creating a **new account** the system will require you to provide a valid email address. Use a personal email address you will **always** have access to. Work email addresses become problematic if you change employers and no longer have access to that email inbox.

Logging into your account will take you to the “Quick Start Menu”. This will provide you with several options for managing your license.

Adding a supervisee

Step 1: Under the “Manage your license information” section click the “<Choose Application>” dropdown menu. (Note: If your license is up for renewal this menu may be the further down the screen.)

Quick Start Menu

If you see your license on the right hand of the screen under the “License Information” section please **DO NOT** click on the “Add License to Registration” link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the “Start a New Application” section.

If you need to add your license to your online account please click on the “Add Licenses To Registration” option below.

License Information

License Number: #00001

License Type: Licensed Clinical Social Worker (LCSW)

Manage your license information

Licensed Clinical Social Worker (LCSW)
#00001

<Choose Application>

Start a New Application

What are you applying for?

<Choose Board>

<Choose Application>

Additional Activities

Add Licenses To Registration

Step 2: Highlight "Manage My Clinical Supervision – LMSW Relations" (or Manage My IPR Supervision if non-clinical) and click "Select".

Quick Start Menu

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

License Information [Show Details](#)

License Number: #00001
License Type: Licensed Clinical Social Worker (LCSW)

- Manage your license information
 - Licensed Clinical Social Worker (LCSW) #00001
 - <Choose Application>
 - <Choose Application>
 - Add Supervisor Designation
 - Duplicate Permit
 - Duplicate Wall Certificate
 - Mailing Address Change
 - Manage My Clinical Supervision - LMSW Relations**
 - Manage My IPR Supervision - IPR Supervisee Relations
 - Name Change (Online Trx)
 - Request for Inactive Status
 - Set License to Retired
- Start a New Application
 - What are you applying for?
 - <Choose Board>
 - <Choose Application>
- Additional Activities
 - Add Licenses To Registration

Select **Select** **Select**

This will take you to the Supervision Management Screen

**Note: The filter is meant to filter/search through the listed relationships based on certain criteria provided*

Filter List ⓘ

License Type: [Dropdown] License #: [Text] Filtered Current Records: 0

License Status: [Dropdown] Name: [Text] Filtered Historic Records: 0

Effective Date: From [Date] To [Date] Current Records: 0

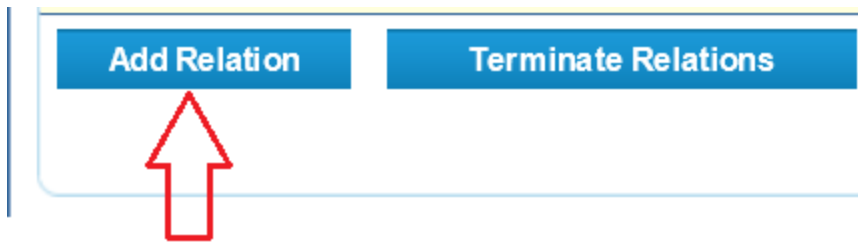
Apply Filter Clear Filter Historic Records: 0

First Page 1 of 1 Go Last Page

Name	License #	License Status	Effective Date	End Date	Additional Info	Terminate Relation	Set Relation Termination Date (MM/DD/YYYY)
Current Records							
Historic Records							

Add Relation Terminate Relations Cancel

Step 3: Scroll down and click "Add Relation"



This will bring you to the search screen.

Step 4: Select "BHEC – Social Worker", enter the supervisee's license number, select "Licensed Master Social Worker (LMSW)", select "Texas" and then click "Search".

Add Relationship
Press "Search" to look for license
Press "Clear" to clear search criteria.
Press "Add" to add selected license(s).
Press "Cancel" to return to previous page.

Step 1: Search

• License Type **1** → BHEC - Social Worker ▾

• License # **2** → 62861

• License Rank **3** → Licensed Master Social Worker (LMSW) ▾

• State **4** → TEXAS ▾

City: _____

County: _____ ▾

First Name: _____

Last Name: _____

5 → Search Clear

Step 2: Select

License #	License Expiry	License Type	License Status	Name
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Step 3: Add

Cancel

Step 5: Verify that the correct supervisee is displayed then click the checkbox to the left of the license number and click "Add".

Step 1: Search

License Type: BHEC - Social Worker
 License #: 62861
 License Rank: Licensed Master Social Worker (LMSW)
 First Name:
 State: TEXAS
 City:
 County:
 Last Name:

Step 2: Select

License #	License Expiry	License Type	License Status	Name
<input checked="" type="checkbox"/> 62861	2021-12-31	5272	Active	DOE, JANE

Step 3: Add

You will then be prompted to verify your intent to form the relationship.

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Do you want to proceed with forming the Relationship?

You will receive an email confirming the new supervisory relationship.

Please note: The "Effective Date" of the added supervisory relationship will be set to the date it is created in the online system. It **cannot** be set earlier to reflect the actual start date of your supervisory relationship. When later submitting the Clinical Supervision Verification Form for LCSW or Non-clinical Verification Form for Independent Practice Recognition (IPR), enter the actual start date of your supervisory relationship and staff will update the supervisee's record to reflect this corrected date.

Entering Supervision Hours

From the "Current Records" screen, click on "Supervision"

Name	License #	License Status	Effective Date	End Date	Additional Info	Terminate Relation	Set Relation Termination Date (MM/DD/YYYY)
Current Records							
DOE, JANE	62861	Active	12/07/2021		Supervision	<input type="checkbox"/>	

This will take you to the "Additional Information Screen". From this screen click "Add".






Additional Relation Information - Maintain
 Press "Back" to return to previous page.
 Press "Save" button to save the information.


Relation Name: Clinical Supervision
 Your Role: Clinical Supervisor
 Other Party Role: LMSW
 Other Party Information: DOE, JANE
 BHEC - Social Worker - 62861

Add Supervision 

Select "Documented" from the status drop-down. Enter the date that the supervision is counted through. Enter the number of months during which the supervision occurred. Enter the number of supervision hours and the number of practice hours then click "Save".

Supervision

* Status:  Documented ▾
 Status Date:  12/01/2021 (mm/dd/yyyy)
 Month Credit:  26
 Supervision Hrs:  102
 Practice Hours:  3900



Note: If you add hours on more than one occasion simply continue to use the "Add" button. This will create a new entry box each time.

Terminating a Supervisory Relationship

From the Supervision Management screen click the checkbox in the row of the desired supervisee. Next, enter the date that the relationship ended. A dialogue box will appear reminding you that you cannot add hours once termination is complete. If all hours have been added, click "Ok" and the supervision will be ended and the information will move to the historic records display box.

Name	License #	License Status	Effective Date	End Date	Additional Info	Terminate Relation	Set Relation Termination Date (MM/DD/YYYY)
Current Records							
DOE, JANE	62861	Active	12/07/2021		Supervision	<input checked="" type="checkbox"/>	12/07/2021
Historic Records							

Reminder: If the supervisee has accrued all the hours required for licensure **DO NOT** terminate the supervision. The individual will need to remain under supervision until the license (or specialty) is actually issued.

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Do you want to proceed to terminate the Relationships? You will not be able to add supervision hours once you terminate. Click "Cancel" if you need to add supervision hours. Click "OK" to finalize this termination.

You will receive an email confirming the termination of the relationship.