OHANA SOCIAL WORK CONSULTANTS, LLC

Field Supervision

SCHEDULING, ATTENDANCE, AND FINANCIAL POLICIES

This policy is to establish clear expectations regarding supervision services, including scheduling, attendance, fees, and professional responsibilities. This policy is designed to ensure consistency, fairness, and accountability while supporting the Supervisee's successful completion of practicum requirements.

Additionally, this policy clarifies that supervision services extend beyond scheduled sessions and include administrative responsibilities such as evaluations, documentation, and coordination with academic programs or placement sites. These expectations are outlined to promote transparency, protect all parties, and ensure that supervision services are delivered in a structured, ethical, and professional manner.

Scheduling & Attendance

1. All supervision sessions must be scheduled in advance through the designated booking system
2. Group sessions have limited capacity and are first-come, first-served
3. Supervisee is responsible for managing their schedule and attending sessions regularly
4. Consistent participation and preparation is expected to meet practicum and professional development goals

Cancellations & No-Show Policy

1. A minimum of 24-hour notice is required to cancel or reschedule a session
2. Late cancellations (less than 24 hours) and no-shows will be counted as used sessions
3. Repeated missed sessions may result in follow up with student, agency contact, and faculty advisor to determine fit to continue third party field supervision.

Session Use & Expiration

1. Group plans are monthly and non-transferable
2. Sessions are use-it-or-lose-it and do not roll over into future billing cycles to encourage consistent attendance and participation in practicum
3. Supervisees are encouraged to attend regularly and consistently to maximize the benefit of services

Refund Policy

1. Supervisees may request a refund up to 48 hours prior to the start of the billing cycle
2. All refund requests must be submitted in writing to info@ohanaswc.com before the billing cycle begins
3. Once the billing cycle has begun, all supervision fees are non-refundable
4. Non-refundable fees include, but are not limited to:
    a. Unused sessions
    b. Missed sessions or sessions not rescheduled within 24 hours
    c. Scheduling conflicts not related to academic or practicum requirements
    d. Changes in availability, including work or personal schedule conflicts not communicated in advance

Fees reflect not only session time, but also reserved availability, administrative coordination, and academic responsibilities, including required evaluations and practicum-related obligations.

Alternative Support for Unused Sessions: If a supervisee is unable to utilize all scheduled sessions within a billing cycle supervisees may adjust their supervision plan for future billing cycles.

Plan Changes & Upgrades

1. Requests to change supervision plans (upgrade or downgrade) must be submitted at least 7 days prior to the next billing cycle
2. Downgrades will take effect in the next billing cycle

Practicum Requirements & Administrative Responsibilities

1. Supervision services include completion of required evaluations, forms, and routine site coordination
2. There is no additional fee for standard practicum evaluations or routine site visits
3. These responsibilities require dedicated professional time and are included in the overall supervision fee structure, regardless of session attendance

Participation & Fee Structure Acknowledgment

Supervisee understands that supervision is a professional service therefore fees account for:

- Reserved supervision time
- Ongoing availability and oversight
- Required academic coordination
- Documentation and evaluation responsibilities

This means fees are not solely based on session attendance and are not adjusted based on utilization

Exceptions Policy (Limited)

Exceptions to the above policies may be considered under the following circumstances:

- Medical emergencies
- Significant personal hardship
- Academic program changes impacting placement

All exceptions are reviewed on a case-by-case basis and are not guaranteed. Documentation may be required.