



P.O. Box 80235
Baton Rouge, Louisiana
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Louisiana Association of Substance Abuse
Counselors & Trainers

Phone: (225) 766-2992
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www.lasact.org

Recovery Ready Workforce Initiative

Supervision Reporting and Participation Requirements

The **Recovery Ready Workforce Initiative (RRWI)** is a workforce development program administered by LASACT, in collaboration with the East Baton Rouge Parish Mayor's Office, to support the growth of Louisiana's behavioral health workforce. The initiative assists Counselors in Training (CITs) by providing funded clinical supervision opportunities while supporting qualified supervisors who provide these services.

Participation in this initiative requires adherence to the reporting requirements and program expectations outlined below. These requirements apply to both approved **Counselors in Training (CITs)** and **Certified Clinical Supervisors (CCSs)**.

Monthly Reporting Requirements

Monthly reporting is required for all participants in order to document supervision services and process supervisor compensation.

All monthly supervision reports are due on the first Friday of each month.

The **Certified Clinical Supervisor (CCS)** is responsible for submitting the required documentation each month.

Reports must be submitted electronically to:

Gail Williams
Gail@LASACT.org

Monthly submissions must include completed and signed supervision documentation covering supervision sessions conducted during the reporting period.

Failure to submit reports by the deadline may result in delays in approval of supervision hours and delays in supervisor compensation.

Repeated late or missing reports may affect continued participation in the initiative.

Grant Period and Supervision Planning

The Recovery Ready Workforce Initiative is currently anticipated to conclude on:

November 30, 2026

All supervision funded through this initiative must be completed prior to this date.

Counselors in Training and Supervisors are expected to **plan supervision schedules in advance** to ensure that supervision hours are completed within the grant period.



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Proper planning ensures:

- CITs maximize the supervision opportunity available through this initiative;
- Supervisors maximize their eligible compensation;
- Required supervision hours are completed without interruption; and
- Grant resources are used effectively

LASACT strongly encourages participants to maintain consistent supervision schedules and monitor progress toward completion of supervision requirements.

Education and Competency Requirements

As part of the Recovery Ready Workforce Initiative (RRWI), LASACT requires that supervision include structured educational content designed to support the development of core professional competencies.

Supervisors (CCSs) are **required to review and incorporate the 123 Counselor Competencies outlined in the SAMHSA TAP 21 (Technical Assistance Publication 21)** as part of the supervision process.

While supervision education **is not limited exclusively to TAP 21 competencies**, participants are required to ensure that these competencies are included as part of the overall supervision experience.

The TAP 21 competencies are organized by **Practice Dimensions**, which are identified in the table of contents of the TAP 21 publication. These Practice Dimensions are reflected on the RRWI reporting documents.

When submitting monthly supervision reports:

- CCSs must document supervision sessions using the RRWI reporting form.
- CCSs must indicate the **number of supervision hours dedicated to specific TAP 21 Practice Dimensions and Competencies**.
- Hours should reflect the actual amount of supervision time spent discussing or developing each competency area.
- Supervisors should review these entries for accuracy prior to signing the report.

The **TAP 21 document** and **RRWI reporting forms** accompany this guidance and are also available on the LASACT website.

Incorporating TAP 21 competencies ensures that supervision provided through RRWI supports the development of a **competent, ethical, and recovery-oriented behavioral health workforce**.

Responsibilities of Counselor in Training (CITs)

Counselor in Training participating in RRWI are responsible for:

- Scheduling and maintaining regular supervision appointments
- Ensuring supervision documentation is accurate and complete
- Maintaining copies of submitted documentation



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- Tracking supervision hours toward credentialing requirements
 - Communicating regularly with their supervisor
 - Planning supervision activities to ensure completion before **November 30, 2026**

Timely reporting is a condition of participation in the initiative.

Responsibilities of Supervisors

Approved Supervisors participating in RRWI are responsible for:

- Providing supervision in accordance with applicable credentialing standards
- Maintaining appropriate supervision practices and documentation
- Reviewing supervision records for accuracy
- Signing and submitting supervision documentation in a timely manner
- Communicating with their assigned CIT regarding scheduling and progress to ensure completion before **November 30, 2026**

Supervisor compensation is contingent upon:

- Completed supervision sessions
- Accurate documentation
- Timely submission of monthly reports
- Approval by LASACT

Record Retention

Participants are encouraged to retain copies of all submitted supervision documentation for their personal and professional records.

LASACT may request documentation verification if needed for grant compliance purposes.

Program Administration Contact

All monthly reports and reporting questions should be directed to:

Gail Williams
Gail@LASACT.org

Isabel Mathes
Isabel@LASACT.org

Questions regarding program administration may be directed to LASACT.