

LEWIS & CLARK GRADUATE SCHOOL OF EDUCATION AND COUNSELING
DEPARTMENT OF COUNSELING, THERAPY, AND SCHOOL PSYCHOLOGY
MARRIAGE, COUPLE, AND FAMILY THERAPY PROGRAM

Monthly Verification Log

(Submission NOT Required)

MONTH/YEAR: _____

Student Name: _____ *Signature:* _____ *Date:* _____

Site Supervisor: _____ *Signature:* _____ *Date:* _____

Secondary Site Supervisor: _____ *Signature:* _____ *Date:* _____

L&C CCC MCFT Supervisor: _____ *Signature:* _____ *Date:* _____

Instructions: Track time by 0.25 hour increments. Maintain monthly logs but submit the Semester Summary Log at the end of each semester. Keep a copy of this form for your own records.

CLIENT CONTACT HOURS	L&C Hours/Month	Site Hours/Month	Secondary Site Hours/Month	Total Hours/Month	Total Cumulative Previous Log	Total Cumulative
Individual In-Person						
Relational In-Person						
Individual Telehealth						
Relational Telehealth						
Individual Group						
Relational Group						
Monthly Total						
Total Cumulative Previous Log						
Total Cumulative						

SUPERVISION	L&C Hours/Month *AAMFT Approved	Site Hours/Month	Secondary Site Hours/Month	Total Hours/Month	Total Cumulative Previous Log	Total Cumulative
Individual: Case Report						
Individual: Live, Video, Audio						
Group: Case Report						
Group: Live, Video, Audio						
Monthly Total						
Total Cumulative Previous Log						
Total Cumulative						

SUPERVISION RATIO	Total / Month	Total Cumulative
Total AAMFT Approved Supervision Hours		
Total Client Contact Hours		
TOTAL RATIO (Divide AAMFT Approved Supervision Hours by Client Contact hours)		

The total ratio must be at least 1 hour of supervision for 5 hours of direct client contact (1:5, or 0.2). If your ratio is less than 0.2, work with your supervisor to adjust your client case load.

The supervisor ratio table is color-coded. The total AAMFT Approved Supervision Hours for the month is purple – locate the purple box in the supervision table on page 1. Copy that number here. The cumulative total of AAMFT Approved Supervision Hours is orange – locate the orange box in the supervision table on page 1. Copy that number here. The total client contact hours for the month is blue – locate the blue box in the direct client contact hours table on page 1. Copy that number here. The cumulative total of direct client contact hours is green – locate the green box in the direct client contact hours table on page 1. Copy that number here. Follow the directions in the ratio box above to get the supervision ratio.

ADDITIONAL ACTIVITIES	Total Hours / Month	Total Cumulative Previous Log	Total Cumulative
Case Management			
Record Keeping			
Staff Meetings			
Workshops/Training			
Consultation			
Other (Specify)			

Please see the Clinical Training Handbook for additional information about the option to track additional activities.