

# BCBA Supervision Note

*BACB-aligned supervision documentation. Complete within 24 hours of the meeting. Use client initials only.*

**Date of meeting**

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**Duration**

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**Supervisor name (BCBA credential)**

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**Supervisee name (credential or trainee status)**

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**Cases discussed**

**Client initials**

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**Progress updates**

**Brief update on each client.**

*Progress made, difficulties encountered, data trends.*

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**Discussion points**

**Topics or issues discussed.**

*Treatment plans, data collection methods, choice of interventions, clinician difficulties.*

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**Supervisor feedback and suggestions**

**Feedback you provided.**

*Improving data collection, adjusting treatment plans, implementing different interventions, addressing clinician difficulties.*

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**Areas for improvement**

**Specific skill or knowledge gaps to develop.**

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## Action items

### Concrete next steps.

*Adjusting treatment plans, changing data collection, implementing interventions, follow-up. Use numbered list with deadlines.*

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## Questions for the next supervision session

### Topics or questions to revisit.

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## Next scheduled meeting

### Date and time

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*Skip writing this from scratch. Record your BCBA supervision meeting with Mentalyc and the AI Note Taker generates the BCBA format automatically, ready to share with your supervisee.*

[mentalyc.com/ai-note-taker](https://mentalyc.com/ai-note-taker)