

## **MST Supervisor Adherence Measure (SAM): Guidelines for SAM Administration**

**Resources Required:** The MST Therapists are responsible for completing this questionnaire. It is estimated that the time commitment required will be 10 to 15 minutes per therapist for each administration.

**Schedule:** To coordinate the administration of the SAM, the MST Program Administrator or MST Supervisor will prompt therapists from each team to complete SAMs. This prompt will happen one month after initiation of the MST program, and every two months thereafter. **This will be completed in months alternating with the CAM.** It might be helpful to set a certain day of the month for therapists to enter these measures, for example, the first Wednesday of the month and for therapists to put this in their calendars along with their MSTI user name and password.

**Procedure for administering questionnaire:** The MST Therapist goes to the MST Institute website (<http://www.mstinstitute.org/>), clicks on [Logon to Enhanced Website](#) and then logs in<sup>1</sup>. Once on the main menu page, click on “Add” for *SAM Form* and then click “Continue”. The therapist selects the team they are on and then a blank SAM appears with identifying information already completed. *Therapists are asked to consider all of the supervision sessions that have occurred in the prior two months when responding to the questions*, they select the appropriate response when answering each question. Once complete, the therapist will click on “Save” at the bottom of the screen. The therapist may view or edit the form by returning to the main menu and clicking on “View/Edit” and then clicking on the record they want to view or edit. More information on how to use the Enhanced website is available from the training guides available at <http://www.mstinstitute.org/services/training.shtml>.

**Scoring:** After the questionnaire has been completed and submitted, it will be scored by the MST Institute. Standard reports can be generated from the website by MST Experts. These results will be reviewed with MST Supervisors during booster training. (See “[Guidelines for SAM Interpretation](#)” for more detailed instructions). Supervisors are only able to see aggregated results and are not able to identify a particular individual’s responses. This process should permit discussion of the supervisor’s strengths and struggles, and contribute to the development of a plan for targeting areas for improvement in the coming months (with specific goals and timeframes attached).

If you have questions about administration of the SAM, please discuss them with your MST Expert. If you have technical difficulty with this process, such as accessing the website, or have any other questions about the data entry of the SAM, please contact the MST Institute at [msti@mstinstitute.org](mailto:msti@mstinstitute.org) for assistance.

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<sup>1</sup>The SAM form is also available for use by non-licensed programs on the MSTI Basic website. If you are a non-licensed program interested in using this measure, please contact [msti@mstinstitute.org](mailto:msti@mstinstitute.org).