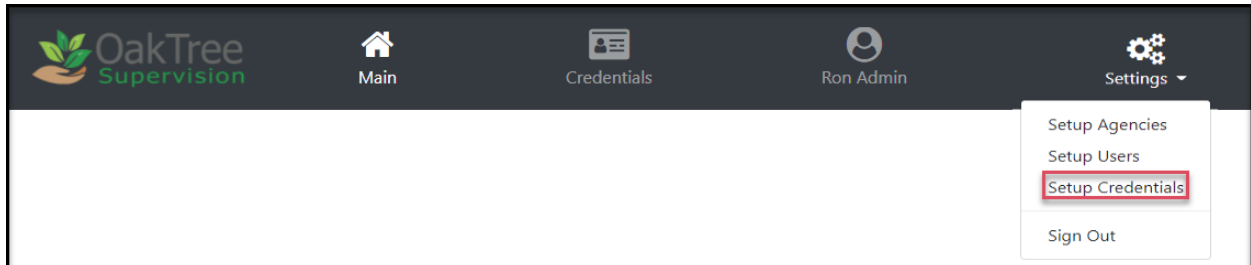


OakTree Supervision

Settings - Setup Credentials

OakTree Supervision provides a means to track and record your supervisee's credentialing progress. The third step is to set up credentials for the database.

Step #1 – To start go to Settings → Setup Credentials



Step #2 - Click  button

Step #3 – Using the use case scenario follow the proceeding steps

*****Example Use Case Scenario *****

Governing Body: NAADAC

Credential Type: Nicotine Dependence Specialist (NDS)

A voluntary national credential that provides foundational knowledge of nicotine addiction, develops skills and strategies for nicotine addiction counseling, and examines related recovery and wellness issues.


- 800 direct hours of “employment” in “health care services”
- 218 direct hours of “education” in “healing art”
- 52 direct hours of training comprised of:
 - 40 hours of Nicotine-specific education.
 - 6 hours of ethics training

OakTree Supervision Settings - Setup Credentials

Here is a view of what you will see upon opening credentials when you first open it.

Hour Type	Category	Minimum Direct Hours	Indirect Hours	Total Hours Needed
	A			
	B			

Example of Side  – Refer to the example case scenario to fill out 1 through 6

1. Credential Body – Click the [Add] button to add or select NAADAC
2. Credential Type – Click the [Add] button to add or select Nicotine Dependence Specialist
3. Credential Acronym – Type in NDA
4. Credential Description – Type in description explaining the credentialing type
5. Renewal Time frame – select the reoccurrence of time the credentialing is expected to cover
6. Select either Year or Month to complete side 

Hour Type	Category	Minimum Direct Hours	Indirect Hours	Total Hours Needed
	A			
	B			

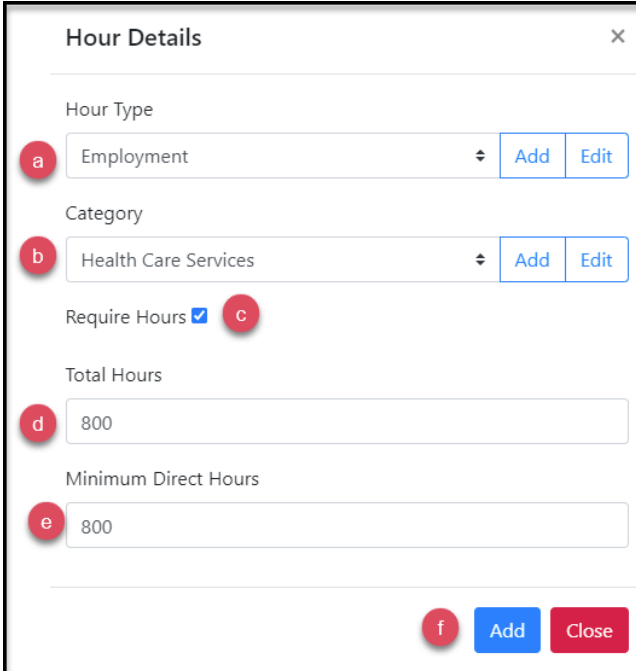
OakTree Supervision Settings - Setup Credentials

Example of Side  - Using the case scenario add hour details for a direct set of hours

1. To start click the  button to add the first set of hours

Here are the first entry = 800 direct hours of “employment” in “Health Care Services”

2. Fill out Hour Details
 - a. Hour Type – Add or select Employment
 - b. Category – Add or select Health Care Services
 - c. Check {Require Hours} box
 - d. Total Hours – type in 800
 - e. Minimum Direct Hours – type is 800
 - f. Click [Add] button to continue



Hour Details

Hour Type
a Employment Add Edit

Category
b Health Care Services Add Edit

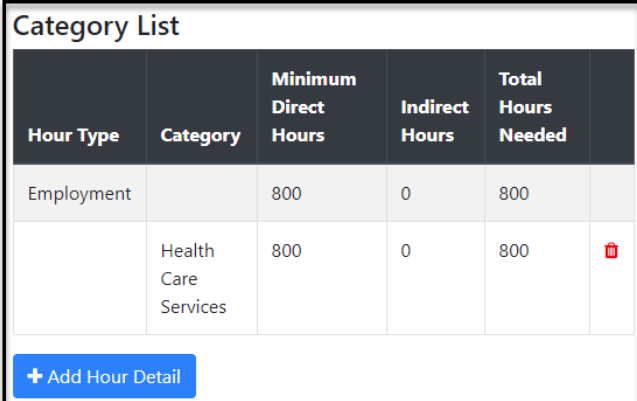
Require Hours c


Total Hours
d 800

Minimum Direct Hours
e 800

f Add Close

Your first entry will look similar to this screen shot



Hour Type	Category	Minimum Direct Hours	Indirect Hours	Total Hours Needed	
Employment		800	0	800	
	Health Care Services	800	0	800	

+ Add Hour Detail

OakTree Supervision Settings - Setup Credentials

3. Continuing to the next hourly details using steps above and this second entry = 218 direct hours of “education” in “healing art”

Your first and second entry should similar to this screen shot



Hour Type	Category	Minimum Direct Hours	Indirect Hours	Total Hours Needed	
Education		218	0	218	
	Healing Art	218	0	218	
Employment		800	0	800	
	Health Care Services	800	0	800	

[+ Add Hour Detail](#)

4. The last set of hourly details shows a total of 52 hours under Training broken down into three categories =
- 52 direct hours of training comprised of:
 - o 40 hours of Nicotine-specific education
 - o 6 hours of ethics training
 - o 6 hours of HIV/other pathogens.

Hour Details [x]

Hour Type: Training [Add] [Edit]

Category: Nicotine-specific [Add] [Edit]

Require Hours

Total Hours: 40

Minimum Direct Hours: 40 [v]

[Add](#) [Close](#)

Hour Details [x]

Hour Type: Training [Add] [Edit]

Category: Ethics [Add] [Edit]

Require Hours

Total Hours: 6

Minimum Direct Hours: 6 [v]

[Add](#) [Close](#)

Hour Details [x]

Hour Type: Training [Add] [Edit]

Category: HIV/Other Pathogens [Add] [Edit]

Require Hours

Total Hours: 6

Minimum Direct Hours: 6 [v]

[Add](#) [Close](#)

OakTree Supervision Settings - Setup Credentials

The last step – click the [Save] button to add to Manage Credentials

****Important Reminder****

Plan you Category List creation carefully.

The category list will display on screen in the order it was added. For example (viewing the screenshot below) if you were to add another Category to heading Hour Type of Education it would show below the heading of Hour Type Training.

Manage Credentials

Credentialing Body
NAADAC Add Edit

Credentialing Type
Nicotine Dependence Specialist Add Edit

Credential Acronym
NDS

Credential Description
A voluntary national credential that provides foundational knowledge of nicotine addiction, develops skills and strategies for nicotine addiction

Renewal Timeframe
2 Year

Category List

Hour Type	Category	Minimum Direct Hours	Indirect Hours	Total Hours Needed	
Education		218	0	218	
	Healing Art	218	0	218	🗑️
Employment		800	0	800	
	Health Care Services	800	0	800	🗑️
Training		52	0	52	
	Ethics	6	0	6	🗑️
	HIV/Other Pathogens	6	0	6	🗑️
	Nicotine-specific	40	0	40	🗑️

Save to credentials list
+ Add Hour Detail
Save Cancel

Screenshot of Credential for Nicotine Dependence Specialist as shown on screen

5/5/2021	NAADAC	NDS	Nicotine Dependence Specialist			1070	0	1070	🗑️
				Education		218	0	218	
					Healing Art	218	0	218	
				Employment		800	0	800	
					Health Care Services	800	0	800	
				Training		52	0	52	
					Ethics	6	0	6	
					HIV/Other Pathogens	6	0	6	
					Nicotine-specific	40	0	40	

OakTree Supervision Settings - Setup Credentials

Screenshot example of multiple credentials added to OakTree Supervision

Manage Credentials								
+ Add								
Created	Credentialing Body	Credential Acronym	Credential Type	Hour Type	Category	Minimum Direct Hours	Indirect Hours	Total Hours Needed
5/3/2021	NAADAC	PR	Arkansas Peer Recovery Specialist			571	0	571
				Education		46	0	46
					Core Training	30	0	30
					Post-Core Training	16	0	16
				Experience		500	0	500
					Advocacy	25	0	25
					Ethical Responsibility	25	0	25
					General	400	0	400
					Mentoring/Education	25	0	25
					Recovery/Wellness	25	0	25
				Peer in Training-PIT		N/A	N/A	N/A
					Completed	N/A	N/A	N/A
				Peer Supervision		25	0	25
					Advocacy/Ethics/Mentoring/Recovery	25	0	25
5/3/2021	NAADAC	APR	Arkansas Advanced Peer Recovery Specialist			559	0	559
				Application		N/A	N/A	N/A
					Advanced Peer Application	N/A	N/A	N/A
					Application Reviewed (NAADAC/APAC)	N/A	N/A	N/A
					Scheduled Advanced Training (UALR Mid-South)	N/A	N/A	N/A
					Submit Letter of Recommendation (PRPS)	N/A	N/A	N/A
				Education		34	0	34
					Advanced Training	18	0	18
					Peer Ethics	1.5	0	1.5
					Post-Advanced Training (Recovery to Practice)	14.5	0	14.5
				Experience		500	0	500
					Advocacy/Ethics/Mentoring/Recovery	100	0	100
					General	400	0	400
				Peer Supervision		25	0	25
					Advocacy/Ethics/Mentoring/Recovery	25	0	25
5/5/2021	NAADAC	NDS	Nicotine Dependence Specialist			1070	0	1070
				Education		218	0	218
					Healing Art	218	0	218
				Employment		800	0	800
					Health Care Services	800	0	800
				Training		52	0	52
					Ethics	6	0	6
					HIV/Other Pathogens	6	0	6
					Nicotine-specific	40	0	40

For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!