

Erikson Level II Mentoring Workflow

July 2026



For HealthySteps Specialists

Monthly tasks:

1. HS Specialist completes FAN Reflection Learning Tool at least once/month during the 6-month mentoring period.
2. HS Specialist submits and reviews the FAN Reflection Learning Tool in supervision, at least once/month during the 6-month mentoring period.

For HealthySteps Specialist Supervisors

Monthly tasks:

1. HS Specialist supervisor collects and reviews the FAN Reflection Learning Tool from HS Specialist(s) in supervision, at least once/month during the 6-month mentoring period.
2. HS Specialist supervisor meets monthly with National Office FAN mentor to discuss their FAN work with their supervisee(s). Reflection tools do not need to be sent to the National Office mentor but supervisors should have them on hand to support their discussions in mentoring sessions.
3. HS Specialist Supervisor completes the Supervisor Log for each HS Specialist monthly during the 6-month mentoring period.

Completion for supervisors who are simultaneously being mentored by HS National Office Mentors:

After the 6th mentoring session:

1. HS Specialists' supervisor submits their Supervisor Log(s) to HS National Office Mentor illustrating 6-months of Reflection Learning Tool reviews.

Completion for supervisors who completed mentoring prior to this training cohort:

After the 6th mentoring session:

1. HealthySteps supervisor submits supervisor log(s) to Erikson via the inbox: FAN@erikson.edu

2. HealthySteps supervisor completes Erikson certification request form for HS Specialist(s)
 - a) [Certificate Request Form](#)
 - b) Code will be **FAN03**