

## Requirements of Counseling Center Scheduling Project for CS428

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### Summary

Each year, the Counseling Center offers Initial Appointments (IAs) and Emergency Coverage (EC) sessions for UIUC students. During the 2013-2014 school year, the Counseling Center scheduled over 14,000 appointments. Scheduling these specific IA and EC session times for the Counseling Center's 28 clinical counselors is an essential and important process to ensure that the Counseling Center can function at the highest level of performance, serving its clients as efficiently as possible.

Currently, the Counseling Center uses a paper-and-pen method of collecting counselor availability information and placing counselors into pre-determined time slots for both IAs and ECs. There is a series of complex requirements for number, timing, and placement of IAs and ECs with differing requirements per semester (i.e., fall, winter, spring, summer). The Counseling Center is seeking to find a group of students who could create a paper-free scheduling system that can better accommodate the counselors' needs than the current pen-and-paper scheduling method. Successful completion of this project would not only be a valuable learning experience, but could also potentially impact the way the Counseling Center uses technology to serve its counselors and students each semester.

The function of this Program will be to schedule IA and EC sessions for University of Illinois Counseling Center Clinicians over a designated semester (Fall and Spring) or inter-session (Winter and Summer).

The program must determine the number of IA and EC sessions required for each Clinician. The program must determine Clinician availability/unavailability as determined by: recurring committee meetings, vacations, conferences, group counseling sessions, etc. Program must consider availability/unavailability and populate the semester's schedule with Clinicians in a way that avoids conflicts with other commitments while still meeting required numbers of IAs and ECs per semester.

The program should maintain a database of all information from semester to semester. This data should be accessible by Program Admins at any time. The program should have the ability to print Clinician data in Report format as well as final IA Schedule and EC Schedule format [see Examples 1 and 2].

### Procedure for Spring and Fall

Approximately one month before the start of a semester, all Clinicians are currently asked to submit upcoming commitments (recurring committee meetings, vacations, conferences, group counseling sessions, etc.) occurring within that semester. They also submit their preferences for EC sessions; for example, a Clinician could designate 8:00am as their "1<sup>st</sup> choice," Noon as their "2<sup>nd</sup> choice," and 4:00pm as their "3<sup>rd</sup> choice." A comprehensive list of all departmental meetings, including dates, times and attendees, is compiled [see Example 3]. Information is currently submitted via Word doc and/or email via a Preference Form [see Example 4].

This data is compiled to determine when Clinicians are and are not available throughout the semester, and the results determine the IA and EC schedules for that semester. This is currently done in tandem by the Therapeutic Services Coordinator and a representative of the Reception Services Office.

### Number of EC Sessions assigned throughout Fall/Spring semester:

Director	3	(0 scheduled for 4pm)
Associate Director	8	(0 scheduled for 4pm)
Administrative/Leadership Team	8	

Clinicians	10
Case Manager	0

IA Distribution throughout Fall/Spring semester, per week:

Director	.5	(1 in Week A, 0 in Week B)
Associate Director	1	
Administrative/Leadership Team	2.5	(2 in Week A, 3 in Week B)
Clinicians	3	
Case Manager	2	

**Procedure for Winter and Summer**

The number of IA's and EC's are determined per day. For IA's, there is variable coverage per day based on the Counseling Center's demands. The number of IA's per staff member is based on: (1) the number of days the staff member is present over winter/ summer break and (2) the number of IA's completed in the fall semester. EC's will be based on availability and scheduled at the following times: 8, noon, or 4 PM each day.

**Functional Requirements**

**Clinician** – Clinicians must be able to enter data via Program or web interface, for themselves only. Clinicians must have the ability to alter or correct data for themselves only. Clinicians will be entering: dates and times for vacations, conferences, doctor appointments, or any other external conflicts which make them unavailable for IA or EC scheduling; dates and times for group therapy sessions, committee meetings, or any other internal conflicts which make them unavailable for IA or EC scheduling. Clinicians will indicate their preferences (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) for EC sessions.

**Administrator** – Admins must be able to enter all data via Program or web interface on behalf of any Clinician (as noted above under "Clinician.") Admins must be able to alter or correct data on behalf of any Clinician. Admins must be able to enter the following data needed by the program: semester start and end dates; number of IAs required per week for each Clinician; number of ECs required per semester for each Clinician; etc. Admins must be able to adjust number of IAs in .5 increments, or overall number of ECs assigned to individual Clinicians, regardless of the original number assigned by Program.

Admins must be able to generate the "final" version of both IA and EC schedules on command.

**Meeting Schedule** - Clinicians have recurring committee meetings throughout the semester. The list of these meetings, the dates and times, and Clinicians attending, is currently distributed in a Word document; this could be changed to an Excel document. The meeting information must be input into the Program so that the Clinician is designated "unavailable" for IAs and ECs during meeting times.

**Semester Calendar** - Start date, end date, and holiday/closed dates for the semester must be input. Program needs to calculate: number of days the Center is open during semester; number of IAs to assign to each Clinician; number of ECs to assign to each Clinician.

**Requirements / User Stories**

As a Clinician, I should be able to login and enter dates and times, within a designated timeframe, during which I consider myself "unavailable" for IA and EC schedules.

As a Clinician, I should be able to designate my preferred EC sessions as 1<sup>st</sup> preference, 2<sup>nd</sup> preference, and 3<sup>rd</sup> preference.

As a Clinician, I should be able to enter and alter only my own information and not that of any other Clinicians.

As an Admin, I should be able to determine scheduling parameters, including start and end dates for the semester/scheduling period.

As an Admin, I should be able to alter or determine the numbers of IAs or ECs assigned to any individual Clinician.

As an Admin, I should be able to submit a Word or Excel document containing CC meeting schedules so that the Program can use this data for the scheduling process.

As an Admin, I should be able to enter and alter the information of any Clinician at any time.

As an Admin, I should be able to generate the “final” version of both IA and EC schedules on command.

As an Admin, I should be able to print Clinician data in Report format as well as final Schedule/calendar format.

### **Specific Rules**

If a Clinician is scheduled for an external meeting (a meeting/outreach in another location), the Clinician is unavailable both one hour before the meeting and one hour following the meeting.

Program must be able to alternate assignment of 3pm Friday IA sessions. Clinicians who receive a 3pm Friday IA session in the Fall do not receive one in the Spring, and vice versa. (This does not apply to Winter or Summer schedules.)

Program must be able to alternate assignment of 3pm Friday IA sessions between 2 interns during Fall semester, and then the other 2 interns during Spring semester.

If Clinician is scheduled for a Noon EC, they are unavailable for a 1:00 IA that same day.

If Clinician is scheduled for a group therapy session any time after 5:00 pm, they are unavailable for an 8:00 EC the following morning.

If a Clinician is scheduled for an 8:00 morning meeting, they are unavailable for a 4:00 EC session the previous afternoon.

If a Clinician designates a specific EC session as their 1<sup>st</sup> Choice, the majority of their assigned EC sessions for that semester should reflect that 1<sup>st</sup> Choice.

If a Clinician schedules vacation time, such time affects availability only for EC sessions. It does not affect availability for IA sessions.

Program must be able to evenly distribute 4pm EC sessions among the Clinicians eligible for ECs, regardless of stated preferences.

A Clinician cannot be scheduled for more than 1 IA per day.

A Clinician cannot be scheduled for more than 1 EC per day.

A Clinician cannot be scheduled for more than 1 EC per week.

### **Definitions**

**Clinicians** – Counselors at the Counseling Center (CC) whose schedules will be determined by the Program.

**Emergency Coverage (EC)** – Clinicians are assigned multiple one-hour Emergency Coverage (EC) sessions per semester. The actual number of sessions assigned to each Clinician is determined by the Clinician’s contract, the length of semester and University holidays/closed days. ECs are scheduled at recurring times each day (8:00am, Noon, and 4:00pm). There are, therefore, three EC time slots per day and one Clinician will be assigned to each slot.

Clinicians may not be assigned an 8:00am EC if a recurring meeting or commitment is scheduled after 3:00pm the preceding day. Clinicians may not be assigned a 4:00pm EC if a recurring meeting or commitment is scheduled for 8:00am the following morning.

Clinicians designate “preferences” for EC sessions; for example, a Clinician could designate 8:00am as their “1<sup>st</sup> choice,” Noon as their “2<sup>nd</sup> choice,” and 4:00pm as their “3<sup>rd</sup> choice.” Program must take these preferences into consideration while scheduling EC sessions.

**Initial Appointments (IA)** – Clinicians are assigned from .5 to 3 one-hour Initial Appointments (IA) per week. The number of IAs assigned to each Clinician is determined by the Clinician’s contract, the length of semester and University holidays/closed days. Program will be given parameters for how many IAs to schedule per day, and how many Clinicians to schedule per time slot.

IAs occur at set times every weekday: 11:00am, 1:00pm, 2:00pm, and 3:00pm.

IAs are distributed into A-week and B-week schedules, which alternate throughout the semester. This means some Clinicians can be assigned an “average” of .5 IAs (1 during A-week and 0 during B-week), 1.5 IAs (2 during A-week and 1 during B-week), etc. Specific Clinicians receiving an uneven number of IAs are determined by Admins only.

**Meeting Schedule** – [See Example 1.] Clinicians have recurring committee meetings and group sessions throughout the semester. The master list of CC meetings, including dates and times and Clinicians attending, must be input into the Program so that Clinicians are designated “unavailable” for IAs and ECs during meeting times. Data from the master schedule should always serve to “fill in the blanks” should a Clinician not enter corresponding conflicts.

For example, if the master schedule notes Clinician “D” is in a meeting from 8-9:00am on Monday mornings, but Clinician “D” does not enter this data themselves, the Program will still consider that Clinician unavailable during that time period. However, if the master schedule indicates Clinician “D” is available on Monday mornings, but Clinician “D” enters a specific meeting from 8-9:00am, the Clinician’s entry will be considered valid and the Program will consider the Clinician unavailable during that period.

**Program** – For purposes of this report, “Program” refers to this project being requested by the UI Counseling Center (CC).

**EXAMPLE 1: Initial Appointment (IA) Schedule for Week A [Names denote Clinicians]****IA Schedule - Spring 2015****Week A Final**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
11:00	Andrews Hallett	Grantham Henke Russell	Grossman Jeremie-Brink	Bauer Sen	<i>*Edwards</i> Hu McNicholl Sen
NOON	Lambeth				
1:00	Bauer Cheng Guardini Jeremie-Brink Roberts	Gomez Hiner Thomas Weathersby Zhang	Gomez Hiner Kim Henke Mason Zhang	<i>*Lambeth ADHD (1-3)</i> Grantham Kordesh McCowan (A) Yang	Andrews Hallett Hiner Russell AOD Zhang
2:00	<i>*Edwards</i> Grantham Kinderman (A) Langellier Ricketts Yang	Grossman Hu McNicholl Sen	Andrews Bauer Guardini Kinderman Hu	Cheng Guardini Kinderman Thomas Weathersby	Gomez Henke Kim Kordesh Ricketts
3:00	Kordesh Kim Thomas	Hallett Yang	Cheng Lambeth Russell (A)	Mason Ricketts	Grossman Jeremie-Brink Langellier

**EXAMPLE 1: Initial Appointment (IA) Schedule for Week B [Names denote Clinicians]****IA Schedule - Spring 2015****Week B Final**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
11:00	Andrews Hallett	Grantham Henke Russell	Grossman Jeremie-Brink	Bauer Sen	<i>*Edwards</i> Hu McNicholl Sen
NOON	Lambeth				
1:00	Bauer Cheng Guardini Jeremie-Brink Roberts	Gomez Hiner Thomas Weathersby Zhang	Gomez Hiner Kim Henke Mason Zhang	<i>*Lambeth ADHD (1-3)</i> Grantham Kordesh Langellier (B) Yang	Andrews Hallett Hiner Russell AOD Zhang
2:00	<i>*Edwards</i> Grantham Mason (B) Langellier Ricketts Yang	Grossman Hu McNicholl Sen	Andrews Bauer Guardini Kinderman Hu	Cheng Guardini Kinderman Thomas Weathersby	Gomez Henke Kim Kordesh Ricketts
3:00	Kordesh Kim Thomas	Hallett Yang	Cheng Lambeth Weathersby (B)	Mason Ricketts	Grossman Jeremie-Brink Langellier

**EXAMPLE 2: Emergency Coverage (EC) Schedule [Names denote Clinicians]****Spring 2015 – EC Schedule****JANUARY**

JAN	MONDAY 19	TUESDAY 20	WEDNESDAY 21	THURSDAY 22	FRIDAY 23
<b>8:00 A</b>	MLK HOLIDAY	Cheng	Bauer	McCowan	Andrews
<b>Noon</b>		Grossman	Russell	Kinderman	Gomez
<b>4:00</b>		Thomas	Zhang	Langellier	Kim

JAN	MONDAY 26	TUESDAY 27	WEDNESDAY 28	THURSDAY 29	FRIDAY 30
<b>8:00 B</b>	Hiner	Kim	Langellier	Guardini	Roberts
<b>Noon</b>	Mason	Lambeth	Grantham	Thomas	Hu
<b>4:00</b>	Sen	Ricketts	Jeremie-Brink	Yang	Bauer

**FEBRUARY**

FEB	MONDAY 2	TUESDAY 3	WEDNESDAY 4	THURSDAY 5	FRIDAY 6
<b>8:00 A</b>	Ricketts	Kordesh	Jeremie-Brink	Henke	Grantham
<b>Noon</b>	Gomez	Grossman	Kinderman	Zhang	Yang
<b>4:00</b>	Mason	Hallett	Hu	Kim	Cheng

FEB	MONDAY 9	TUESDAY 10	WEDNESDAY 11	THURSDAY 12	FRIDAY 13
<b>8:00 B</b>	Ricketts	Roberts	Cheng	Hiner	Kim
<b>Noon</b>	Hu	Henke	Russell	Thomas	McCowan
<b>4:00</b>	Zhang	Lambeth	Kordesh	Jeremie-Brink	Grantham

FEB	MONDAY 16	TUESDAY 17	WEDNESDAY 18	THURSDAY 19	FRIDAY 20
8:00 A	Grantham	Russell	Guardini	Langellier	Andrews
Noon	Hu	Kordesh	Hallett	Weathersby	Grossman
4:00	Sen	Ricketts	Thomas	Hiner	Gomez

FEB	MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 27
8:00 B	Henke	Weathersby	Bauer	Ricketts	Hiner
Noon	Yang	Sen	Andrews	Mason	Lambeth
4:00	Kinderman	Kordesh	Hu	Gomez	Guardini

### MARCH



MAR	MONDAY 2	TUESDAY 3	WEDNESDAY 4	THURSDAY 5	FRIDAY 6
8:00 A	Roberts	Kim	Bauer	Ricketts	Hiner
Noon	Gomez	Kinderman	Sen	Thomas	Mason
4:00	Henke	Grossman	Lambeth	Zhang	Hallett

MAR	MONDAY 9	TUESDAY 10	WEDNESDAY 11	THURSDAY 12	FRIDAY 13
8:00 B	Roberts	Kordesh	Jeremie-Brink	Andrews	Langellier
Noon	Zhang	Lambeth	Yang	Hu	Gomez
4:00	Weathersby	Hallett	Grantham	Kinderman	Henke

MAR	MONDAY 16	TUESDAY 17	WEDNESDAY 18	THURSDAY 19	FRIDAY 20
8:00 A	Guardini	Kim	Russell	Weathersby	Cheng
Noon	Sen	Hallett	Lambeth	Thomas	Grossman
4:00	Mason	Ricketts	Jeremie-Brink	Yang	Hiner



MAR	MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 27
8:00 B	SPRING BREAK Ricketts	Grantham	Henke	Weathersby	Roberts
Noon	Sen	Yang	Hu	Zhang	Jeremie-Brink
4:00	Grossman	Russell	Andrews	Bauer	Kordesh

**APRIL**



MAR	MONDAY 30	TUESDAY 31	WEDNESDAY 1	THURSDAY 2	FRIDAY 3
8:00 A	McCowan	Kordesh	Jeremie-Brink	Cheng	Andrews
Noon	Gomez	Hu	Hallett	Guardini	Thomas
4:00	Weathersby	Langellier	Hiner	Grantham	Kim

APR	MONDAY 6	TUESDAY 7	WEDNESDAY 8	THURSDAY 9	FRIDAY 10
8:00 B	Cheng	Roberts	Jeremie-Brink	Guardini	Bauer
Noon	Zhang	Sen	Yang	Mason	Grossman
4:00	Henke	Russell	Thomas	Gomez	Lambeth

APR	MONDAY 13	TUESDAY 14	WEDNESDAY 15	THURSDAY 16	FRIDAY 17
8:00 A	Kim	Roberts	Bauer	Langellier	Grantham
Noon	Henke	Hu	Lambeth	Hiner	Gomez
4:00	Andrews	Hallett	Guardini	Cheng	Mason

APR	MONDAY 20	TUESDAY 21	WEDNESDAY 22	THURSDAY 23	FRIDAY 24
8:00 B	Kim	Grantham	Hiner	Henke	Guardini
Noon	Kordesh	Yang	Hallett	Zhang	Thomas
4:00	Bauer	Kinderman	Hu	Weathersby	Sen

MAY



APR	MONDAY 27	TUESDAY 28	WEDNESDAY 29	THURSDAY 30	FRIDAY 1
8:00 A	McCowan	Kordesh	Jeremie-Brink	Langellier	Guardini
Noon	Zhang	Grossman	Bauer	Kinderman	Hallett
4:00	Cheng	Lambeth	Thomas	Andrews	Russell

MAY	MONDAY 4	TUESDAY 5	WEDNESDAY 6	THURSDAY 7	FRIDAY 8
8:00 B	Roberts	Cheng	Bauer	Hiner	Andrews
Noon	Gomez	Grossman	Lambeth	Mason	Yang
4:00	Zhang	Sen	Ricketts	Kim	Weathersby

MAY	MONDAY 11	TUESDAY 12	WEDNESDAY 13	THURSDAY 14	FRIDAY 15
8:00 A	Ricketts	Russell	Henke	Grantham	Andrews
Noon	Kinderman	Hallett	Sen	Jeremie-Brink	Cheng
4:00	Grossman	Langellier	Kordesh	Guardini	Yang

## **SPRING 2015 MEETING SCHEDULE**

January 20, 2015 through May 15, 2015

### **ADMINISTRATION**

- 1) Admin Team Meeting
  - 90 minutes EOW, Friday, 8:30-10AM, Starts 1/23 (A week), Rm 111
  - [Arnold], [Benson], (Kinderman), (Langellier), (Mason Grissom), (McCowan), (Roberts), (Russell), (Weathersby), Zhang,
- 2) Director/ADs Meeting
  - 60 minutes, Weekly, Mondays 11AM-12PM, Starts 1/26, Carla's office - Rm 249
  - [Benson], McCowan, Roberts, Weathersby
- 3) Open Meeting Time
  - 60 minutes, Weekly, Mondays 10AM-11AM Starts 1/26
  - All clinical staff, Interns, AP staff
- 4) Staff Case Conference
  - 60 minutes, Weekly, Wednesdays, 11AM-12PM, Starts 1/21
  - All clinical staff
- 5) Staff Meetings
  - 90 minutes, Wednesdays 9AM-10:30AM
  - All Staff – All Staff & [Arnold, & Rotating RSO/ASO staff member] 1X Month, 2/4, 3/4, 4/1, 4/29, IMB Conference Room
  - Clinical Staff - All clinical staff, [Gortner], [Miller] 1X Month, 1/28, 2/25, 3/25, 4/22, IMB Conference room
  - Outreach & EPI Staff – All staff & [Gortner] 1X Month, 2/11, 3/11, 4/8, 5/6, IMB conference room
- 6) Assessment and Evaluation Working Committee
  - 60 minutes, EOW, Fridays 11AM-12PM, Starts 1/23 (A week), Rm 111
  - Andrews, [Clay], Henke, Kim, (McCowan), [McDaniel], (Roberts)
- 7) Multicultural Competency Committee
  - 60 minutes, EOW, Fridays 9AM-10AM, Starts 1/30, (B week), Rm 111
  - Andrews, [L. Bright], [Clay], Gómez, Guardini, Grantham, Hu, Kim, Ricketts, Weathersby
- 8) Website Review Committee
  - 60 minutes, EOW, Fridays 11AM-12PM, Start 1/30 (B week), Rm 111
  - [Benson], [Evans], [Hedrick], Mason Grissom, (McCowan), [Gortner]

### **AODO**

- 1) AOD Staffing
  - 120 minutes, Weekly, Thursdays 9:30AM-11:30AM, Starts 1/22, AODO Office
  - Cheng, [Doshi, Flores], Hegeman, Henke, [Krawetz], [Peterson], [Reed, Reid], Russell

### **EPI**

- 1) CCP Steering Committee
  - 60 minutes, Weekly, Tuesdays 10AM-11AM, Starts 1/20, 412 Illini Media Bldg
  - [Benson], Hiner, [Nemethy]

### **OCS**

- 1) AOD Outreach and Consultation Team
  - 60 minutes, Weekly, Tuesdays 9AM-10AM, Starts 1/20, Rm 111

- Cheng, [Doshi], Grossman, Hallett, Hegeman, [Henke on MPR Hours], Hu, Jeremie-Brink, Kordesh, [Krawetz], [Peterson], Russell
- 2) Cognitive Disability Outreach and Consultation Team
  - 60 minutes, Weekly, Fridays 11AM-12PM, Starts 1/23, Rm 212
  - Guardini, Hiner, Kordesh, Lambeth, Thomas, [Cheng]
- 3) Diversity Conference Planning Committee
  - 60 minutes, Weekly, Thursdays 9AM-10AM, Starts 1/22, Rm 111
  - Andrews, [Arnold], [Evans], Gómez, Grantham, [Hedrick], Mason Grissom, [Miller], [Zhang]
- 4) EDD Outreach and Consultation Team
  - 60 minutes, Weekly, Thursdays 10AM-11AM, Starts 1/22, Rm 212
  - Andrews, Bauer, [Edwards], [Gestel], Grossman, Kim, Langellier, [Rinehart], Sen, Yang, Zhang
- 5) EDDIT I (Campus Interdisciplinary Team)
  - 120 minutes, Tuesdays – 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of the month
  - 8AM-10AM, Starts 1/27, McKinley Health Center
  - Langellier (*Note: Andrews & Bauer may be added to this meeting*)
- 6) EDDIT II (Campus Staffing)
  - 60 minutes, Tuesdays – 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays of the month
  - 8:30AM-9:30AM, Starts 1/20, Connie's Office Rm 249A
  - Andrews, Bauer, Langellier, Zhang
- 7) Integrative Health and Wellness Outreach and Consultation Team
  - 60 minutes, Weekly, Thursdays 11AM-12PM, Starts 1/22, Lisa's Office Rm 213
  - Andrews, [Dafcik], [Gestel], Hallett, Hu, Kinderman, [Xu]
- 8) Kognito
  - 60 minutes, Weekly, Wednesdays 8AM-9AM, Starts 1/21, Rm 111
  - [Evans], Gómez, [Hedrick], Mason Grissom, (McCowan), McNicholl, (Roberts), Weathersby,
- 9) OCS Advisory Committee
  - 60 minutes, Weekly, Thursdays 11AM-12PM, Starts 1/22, Rm 111
  - [Benson, Clay], [Evans], Kim, (Mason Grissom), Zhang
- 10) Performance Anxiety Outreach and Consultation Team
  - 60 minutes, Weekly, Wednesdays 8AM-9AM, Starts 1/21, Rm 212
  - Andrews, Grantham, Hiner, Kim, Ricketts,
- 11) Q & A
  - 60 minutes, Mondays – 3<sup>rd</sup> Monday of every month: 2/16, 3/16, 4/20
  - 2PM-3PM, Rm 111
  - Hiner, Grossman, [Lanker], Sen, Thomas, [Xu]
- 12) Ally Network Training Committee
  - 60 minutes, Mondays – 1<sup>st</sup> Monday of every Month: 2/2, 3/2, 4/6, 5/4
  - 2PM-3PM, Rm 111
  - Gómez, Hiner, [Lanker], Sen, Thomas
- 13) Trauma Outreach and Consultation Team
  - 60 minutes, Weekly, Tuesdays 8AM-9AM, Starts 1/20, Rm 212
  - [Doshi], Gómez, Guardini, Henke, Jeremie-Brink, [Merritt], Ricketts, [Xu]

## **THERAPEUTIC SERVICES**

- 1) TS Committee
  - 60 minutes, Weekly, Fridays 10AM-11AM, Starts 1/23, Rm 212

- [Clay], [Earl], Henke, [Kuehl], (Langellier), McNicholl, (Roberts)
- 2) Suicide Prevention Team
  - 90 minutes, EOW, Tuesdays 10AM-11:30AM, Starts 1/27 (B week), Rm 219
  - Bauer, [Baxter], Gómez, Hu, McNicholl, [Miller], (Roberts)
- 3) Continued Quality Assurance (CQA)
  - 90 minutes, 1X Month, Tuesdays 10AM-11:30AM, 1/20, 2/17, 3/17, 4/14, IMB Conference room
  - Cheng, Gómez, Guardini, Hu, Kim, Kinderman, [McDaniel], McNicholl, (Roberts), Sen

## **TRAINING**

- 1) Assessment Seminar
  - 90 minutes, EOW, Mondays 8:30AM-10AM, Starts 2/2 (A week), Rm 212
  - Spring: Interns & Bauer, Grantham, Hallett, Hiner, Lambeth, Weathersby
- 2) Diversity Seminar
  - 90 minutes, EOW, Mondays 8:30AM-10AM, Starts 2/9 (B week) Rm 212
  - Spring: Grossman, Jeremie-Brink, Kordesh, Weathersby, Yang
- 3) Intern Case Conference
  - 90 minutes, Weekly, Fridays 8:30AM-10AM, Starts 1/23, Rm 212
  - Grossman, Henke, Jeremie-Brink, Kordesh, Yang
- 4) Intern Supervisors Meeting
  - 90 minutes, 1X Month, Wednesdays 9AM-10:30AM, 2/18, 3/18, 4/15, Rm 111
  - Bauer, Grantham, Hallett, Henke, Kinderman, Lambeth, Mason Grissom, Roberts, Russell, Sen, Thomas
- 5) Intern Training Committee
  - 60 minutes, 1X Month, Tuesdays 11AM-12PM, 2/3, 3/3, 3/31, 4/28, Rm 213
  - Jeremie-Brink, Kim, Kinderman, Mason-Grissom
- 6) Intern/Training Coordinator/Director Meeting
  - 60 minutes, Fridays 10AM-11AM, Carla or Lisa's office
  - Carla = 2<sup>nd</sup> Friday of the month: 2/13, 3/13, 4/10, 5/8, Carla's Office Rm 249
  - Grossman, Jeremie-Brink, Kordesh, McCowan, Yang
  - Lisa = 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Fridays of the month: 1/23, 2/6, 2/20, 2/27, 3/6, 3/20, 3/27, 4/3, 4/17, 4/24, 5/1, 5/8, 5/15
  - Grossman, Jeremie-Brink, Kinderman, Kordesh, Yang
- 7) Intern Case Presentations
  - Wednesday 1/21, Illini Media Bldg Conf Room
    - 9AM
    - 10AM
  - Monday 1/26, Illini Media Bldg Conf Room
    - 9AM
    - 10AM
  - All clinical staff and interns
- 8) Outreach Supervision Seminar
  - 60 minutes, Weekly, Mondays 11AM-12PM, Starts 1/26, Rm 111
  - Grossman, Jeremie-Brink, Kordesh, Mason-Grissom, Yang
- 9) Practicum Class
  - 120 minutes, Weekly, Tuesdays 9AM-11AM, Starts 1/20, Rm 212
  - Thomas & Practicum Class
- 10) Practicum Special Topics Seminar
  - 60 minutes, Weekly, Tuesdays 11AM-12PM, Starts 1/20, Rm 212
  - Ricketts, Prac Class

- Spring: Bauer, Hallett, Hiner, Kim, Kinderman (1 seminar per Clinician), Ricketts

#### 11) Practicum Supervisors Meeting

- 60 minutes, 1X Month, Mondays 11AM-12PM: 2/16, 3/16, 4/13, Rm 212
- Bauer, Hallett, Hiner, McNicholl, Ricketts, Thomas

#### 12) Practicum Training Committee

- 60 minutes, 1X Month, Mondays 11AM-12PM: 2/2, 3/2, 3/30, 4/27, Rm 213
- Hiner, Hu, (Kinderman), (Thomas)

#### 13) Supervision of Supervision

- 120 minutes, Thursdays 8AM-10AM, starting 1/22, Rm 212
- Grossman, Jeremie-Brink, Kordesh, Roberts, Thomas, Yang

**EXAMPLE 4: Current use of Preference Form for a sample Clinician**NAME: Clinician A**Spring 2015 IA/EC Preference Form**This covers the period from **Tuesday, January 20 through Friday, May 15, 2015.****Spring Semester 2015 "Time Away" Plans**

Please list the dates/days/times etc. that you know you will be away from the Center. Please include VACATIONS, CONFERENCES, SICK DAYS, JURY DUTY or any other circumstances that will take you out of the Center.

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Retreat March 6

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Conference February 13

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Vacation March 23-25

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**Initial Appointment / Emergency Coverage Conflicts**

We offer IAs at 11:00 a.m., 1:00 p.m., 2:00 p.m. and 3:00 p.m. during the Spring Semester.

1-Hour Emergency Coverage shifts are at 8:00 a.m., Noon, and 4:00 p.m. every day.

Please indicate "impossible" shift times due to other activities, such as groups and meetings/committees. You do not need to list vacation/conferences again, since you have already listed them above.

**Time**                      **Day of Week**                      **Activity or Meeting**

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1pm                      Wednesday                      In Focus Group

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2pm                      Wednesday                      In Focus Group

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2pm                      Monday                      Q&A/ANTC meetings

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12pm                      Monday                      LGBTRC lunches

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8am                      Tuesday                      right before prac group supervision

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12pm                      Wednesday                      right before in focus group

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4pm                      Thursdays                      intern group tx supervision

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2pm                      Fridays                      intern sup of sup

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3pm                      Fridays                      intern sup of sup

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11am                      Fridays                      CPDTT

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**E.C. Preferences**

Please rank your preferences for E.C. shifts. We will try to take your preferences into account but we cannot guarantee they will be reflected in your schedule.

Times	8:00 a.m.	12:00 noon	4:00 p.m.
Rank	3	1	2