

# Performance Plan

**Submission ID**

6247446170632192

**Is this a(n):**

Action Plan

**Name of Intern**

Jane Smith

**Supervisor responsible for implementing current plan**

Dr. John Doe

**Reference ID**

2024.10-Doe-Smith-AP

**Check the areas that have been identified as needing a plan**

Client Contact Hours

**AP: Steps already taken to rectify the issue identified:**

1. Collaboration with supervisor, Dr. Doe, and has successfully scheduled several psychological evaluations.
2. Review previous timesheets to make sure that entries haven't been misidentified as something else.
2. Jane successfully followed through with requesting 3 new therapy clients.

**AP: Intern Actions**

1. Jane will regularly review her schedule with her supervisor to ensure that entries are input correctly.
2. Jane will email her supervisor and Site Training Director every Friday with the number of Client Contact hours obtained that week.
3. Jane will shadow providers with any free time she has to increase client contact.

**AP: Supervisor / Site Actions**

1. Dr. Doe will review the number of Client Contact hours Jane gets each week based on what Jane enters on her NPTC timesheet.
2. Dr. Doe will do as much as possible to help build Jane's caseload so that her therapy schedule is full each week.
3. Dr. Doe will help Jane identify any therapy groups that she can help co-facilitate in order to build Client Contact.

**Were the potential consequences discussed?**

Yes

**List implications discussed**

Jane will not complete the internship on time and will have to extend her internship until the requirements are met.

**Explain reasons not discussed**

**Date Planned to Discuss/Sign with Intern**

10/17/2024

**I.....with the Action Plan**

I agree

**This form has been reviewed and discussed by....**

Intern

Supervisor

**Intern Email**

toni.e.ripper@gmail.com

**Supervisor Email**

serialmethod@gmail.com

**Date Reviewed and Discussed**

10/17/2024

**Intern's comments**

**Date for next informal review with intern**

10/31/2024

**Date for next formal review with intern**

11/14/2024

**Is the Implementing Supervisor the Site Training Director?**

Yes