

Performance Plan Follow Up

Reference ID

2024.10-Doe-Smith-AP

Is this a(n):

Action Plan

Name of Intern

Jane Smith

Supervisor responsible for implementing current plan

Dr. John Doe

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.

Please list all updates and progress made on this Action Plan:

Jane has partially met the expectation of catching up her client contact hours. The plan has worked better than expected with Jane consistently receiving 13 hours of client contact per

week.

Since the plan has proven to be consistently effective, the formal oversight and plan will be concluded at this time. Informal follow-up will continue at the site level and an Action Plan will be re-implemented should Jane's client contact hours drop below graduation threshold again.

Has the plan been determined to be effective?

Yes, the plan is successfully completed.

I.....with the Action Plan / Performance Improvement Plan

I agree

Intern Email

toni.e.ripper@gmail.com

Supervisor Email

serialmethod@gmail.com

Date Reviewed and Discussed

11/14/2024

Is the Implementing Supervisor the site Training Director?

No

Training Director Signature

Jane Doe

Date Signed

07/31/2025

Training Director Email

tripper@psychologyinterns.org