

Hour Audits

NPTC completes Hour Audits for interns to help Sites keep track of intern hour requirements. Hour Audits start at 2-months and then occur at 4-months, 6-months, 8-months, and 10-months. At 11-months, an audit is completed that includes where the intern is one month before the end of the internship. These audits check to see if interns are on track to meet Consortium requirements. Audits are sent to the Site Training Director, Regional Training Director, and Operations Manager. The Site Training Director is responsible for sharing the information with the interns/supervisors as appropriate.

Hour Requirements

The following are the program requirements interns are expected to achieve to graduate from the internship program:

- Complete a minimum 1,500-hour, full-time internship commitment.
- Maintain a minimum caseload of 10 face-to-face patient/client contact hours per work, resulting in at least 25% patient/client contact over the year.
- Complete 4 hours of supervision each week, with at least 2 of those hours being Individual Supervision with a licensed psychologist. Resulting in 10% total supervision and 5% individual supervision hours.
- Complete reports as assigned by the placement site.

Interns should be encouraged to begin researching licensing requirements for the state they wish to be licensed in and check to see if their schools have any specific hour requirements.

Reviewing the Report

Here are a few things to take note of and look for as you review the Hour Audit report:

- **Cumulative Expectations**
 - The top section of the report details the numbers that we would hope an intern would reach at a particular point in the year. The hour expectations change with each report. The expectations are general guidelines and not exact numbers.
 - You will also see the percentage of internship time that ideally would have been spent in each activity.

	2-Month	4-Month	6-Month	8-Month	10-Month	11-Month	Percentage
<i>Total Hours</i>	333.5	667	1,000	1,333	1,667	1,833	
<i>Supervision Hours</i>	33.5	67	100	133	167	183	10%
<i>Individual Supervision Hours</i>	17	33.5	50	67	83.5	92	5%
<i>Client Contact Hours</i>	83.5	167	250	333	417	458	25%

- **Intern Data Rows**
 - The rows detail the hours entered by the interns up to the end date of the review period broken down by category and their percentages. The date range is indicated in the email.
 - Hours and percentages can be compared to the cumulative expectations.

- If an intern is behind on any requirements, it is **highlighted** in the report. This does not necessarily mean an Action Plan or PIP is needed, but it is something you should be aware of.
- **Journal Review**
 - While not a graduation requirement, interns are supposed to have 2 hours built into their weekly schedule for journal review. It is included on the report to ensure that interns are using that time and/or recording it correctly.
- **Reports**
 - This reflects the number of reports the interns have noted to date in our system.
 - If this number is not accurate to what you know they've completed, this is a good time to prompt them to update their tracking.
 - The number of reports required is determined by the Site. NPTC will make sure reports have been recorded, but the Site will need to ensure that the interns have met the requirement.

Leave Amounts

Leave amounts are not directly tracked on the Hour Audit. Leave amounts are tracked through the Support Internship Activity using the **Support/PTO and Professional development leave** activity.

Resources Available

There are documents available on the website that can help the Site or Intern track their hours for the year.

- **Hour Tracking Template - Monthly:** This document lets you update the hours after the end of each time tracking period for NPTC. Numbers are entered on the tab named "Data Entry by PPD" and the overall view can be seen on the "Intern Year Report" tab. You can add all the interns to this document.
- **Hour Tracking Template - PPD:** This document lets you update the hours at the end pay period for the site. Numbers are entered on the tab named "Data Entry by PPD" and the overall view can be seen on the "Intern Year Report" tab. You can add all the interns to this document.
- **Hour Tracking Template - Progressive:** This document lets you update the hours at the end of each week. This document is for a single intern. This document lets you see the goals for the week based on the number of total hours worked. It will also show any differences between the actual and goal numbers for that item. It will highlight any items not met that week. This will also give you a quarter audit estimate.
- **Hour Tracking Template - Weekly:** This document also keeps track of hours on a weekly basis, but it is prefilled with the required numbers for each week. The hours will have to be adjusted based on what was actually worked. Once the total hours have been put in for the week, the other columns will adjust to show you the adjusted hour expectations for the week. This document may assist the interns in doing some of their own tracking and estimating.