

## Hour Tracking Definitions During Internship

**Client (or Patient) Contact:** All activities where you interact with a client or patient face-to-face. You should maintain a minimum caseload of 10 client or patient contact hours per week, resulting in at least 25% client or patient contact over the course of the year.

- **Client Contact/Intervention**
  - Use this designation for any time you interact with a client or patient face-to-face.
- **Client Contact/Assessment Administration /Feedback/Evaluation/Screening**
  - Use this designation when formally evaluating, assessing or screening a client or providing face-to-face feedback. This will also include any initial intakes when you are with a client or patient face-to-face.
- **Client Contact/Telehealth intervention**
  - Use this designation for any time you interact with a client or patient virtually.
- **Client Contact/Telehealth Assessment Administration /Feedback/Evaluation/Screening**
  - Use this designation when formally evaluating, assessing or screening a client or providing feedback virtually. This will also include any initial intakes when you are with a client or patient virtually.

**Supervision:** All activities that can be counted as supervision. You need to complete 4 hours of supervision each week, with at least 2 of those hours being Individual Supervision with a licensed psychologist. This should result in 10% supervision and 5% individual supervision over the course of the year.

- **Supervision/Ind. (Licensed Psychologist)**
  - Individual supervision with your principal supervisors gets logged here.
  - Does not have to be just the scheduled time – drop in, drive by, consultation with one of your principal supervisors can be counted here.
  - Can be any licensed psychologist, not just your assigned principal supervisors.
  - Do **not** count any telesupervision in this category.
- **Supervision/Secondary**
  - Individual supervision with anyone we have on file who is **NOT** a licensed psychologist.
    - Can be LMHC, LMFT, LCSW, APN, Psychiatrist, unlicensed psychologist...etc.
  - Group supervision, co-therapy (with discussions), supervised grand rounds/treatment team meetings (with discussions).
- **Supervision/Tele Ind. (Licensed Psychologist)**
  - Individual telesupervision with your principal supervisors get logged here.
  - Does not have to be just the scheduled time – consultation with one of your principal supervisors can be counted here.
  - Can be any licensed psychologist, not just your assigned principal supervisors.
- **Supervision/Tele Secondary**
  - Individual telesupervision with anyone we have on file who is **NOT** a licensed psychologist.
    - Can be LMHC, LMFT, LCSW, APN, Psychiatrist, unlicensed psychologist...etc.
  - Tele group supervision etc.

**Support:** All activities that support your training in other areas. This will mainly be preparation work and paperwork completed each day.

- **Support/Assessment**
  - Use this category for anything related to support regarding assessments when you are not interacting directly with the client or patient. This includes interpretation, report writing, and scoring.
- **Support/Client related paperwork**
  - Use this category for time spent completing any paperwork that is client-related such as writing case notes/documents for a client chart, any time spent preparing for a client, and/or writing/updating client treatment plans, etc.
- **Support/Other Support Activities**
  - Use this category for anything else considered a support activity not listed above.
  - This can include travel time to and from client homes or between sites where you provide services.
  - *Please do not include travel time to and from your home or didactics.*
- **Support/Leave**
  - This category is mainly so your requested leave time shows up on the hour reports. Once leave time is approved by your site and added to your schedule, please add it to the NPTC timesheet and set this as the Internship activity.
  - Use this designation for any type of leave, including holidays.
  - ***Any unpaid leave (LWOP) should not be tracked on the NPTC timesheet.***

**Training:** All activities considered beneficial for your training outside of actual client contact/supervision/support.

- **Training/Didactics/Seminar/Workshop/Orientation**
  - Use this designation for any trainings that you attend through the consortium, site, or otherwise.
  - You would also use this for any group experiential didactic training provided at your site (Cascades).
- **Training/Journal review**
  - Use this designation for your required 2 hours of journal review each week.
- **Training/Other Training Activities**
  - Use this category for other training activities not listed above.
- **Training/Supervision of others**
  - Use this category for time spent directly supervising others. Do not count your supervision of supervision at your site.