

★End-of-Semester Check-Out★

Prior to the meeting with your supervisor:

- Ensure progress report is finalized, signed and filed (by front office)
- On CALIPSO:
 - Submit all clock hours
 - Complete self-evaluation
 - Complete supervisor evaluation
(for off-campus and on-campus supervisors including PSCG and Aud Block)
- Stop the automatic video recording for your session
(please be very careful to make sure you stop the correct one)

What to bring to the meeting with the supervisor:

- Working File
- Main File
- Audio recorder (to erase everything off the device)

Working Files Checklist:

- Make sure the calendar on the inside left cover has been completely filled out.
These dates have to match the dates on the:
 - SOAP notes
 - main file log
 - main file billing sheets
- Put clean, finalized SOAPS in reverse chronological order (most recent on top) and highlight the date of the session
- Log any cancellations or sessions due to holidays, make-up days, etc. and include a SOAP note for each
- Remove and securely shred any extraneous notes that are not relevant to the next clinician

Main Files Checklist:

- Make sure all documentation is in pen (including test protocols)
- Verify the following are present and complete in the correct sections:
 - **Section 1:** client contact, report distribution, and signed NOPP/HIPAA consent forms
 - **Section 2:** billing sheets, insurance card/information
 - **Section 3:** email communication with the family/outside sources
 - **Section 4:** intake form, case history form, evaluation report, projected treatment plan, progress report and any standardized test protocols, questionnaires or transcripts

Check-Out with Front Office Staff:

- Fill out the clinical teaching evaluation of all of your supervisors on CALIPSO
(including on/off-campus, PSCG and Aud Block supervisors)
- Print out a copy of these supervisor evaluations
- Print your clock hours form from CALIPSO
- Bring all files for the front office staff (main and working)

Diagnostics: One person on the team needs to “Check-Out” the file if you have not done so already with the supervisor.

Portfolio: Complete all essays, de-identify reports, etc. as soon as possible after the semester ends