NICPP Intern Log Operational Definitions

Record all activities in 15-minute increments. If an activity lasted less than 15 minutes, round up to the next 15-minute increment (i.e., .25 hr, .5 hr, .75 hr, 1 hr).

Direct face-to-face supervision with licensed psychologist (at least 2 hours per week): This category includes any individual supervision received in person, face-to-face with a licensed psychologist. It may be weekly scheduled supervision with a primary supervisor, or secondary supervisor. It and also includes spontaneous face-to-face supervision. Example: If an intern is observed providing an assessment by a supervisor, count the administration of the assessment as a direct service. When the intern receives feedback from the supervisor about the assessment, count this a supervision received.

Other supervision (at least 2 additional hours): This category includes any supervision that occurred via any mode other than the first two hours of 'direct face-to-face supervision with a licensed psychologist'. This includes peer and group supervision that occurred during scheduled meetings and spontaneously. This includes case conferences, peer support groups at NICPP seminar days, didactic training at monthly NICPP seminars, and group training seminars at the home agency. This category includes supervision received from another licensed professional (e.g., LMHP, BCBA, MSW, MD, etc) or from a university advisor, or from your university advisor or from other supervisors over the phone.

Professional development: This category includes time spent attending a formal workshop or conference. This does not include time spent traveling or overnight hours. Travel may be recorded under the *Other* category.

Didactics: This category includes time spent in training sessions at your training site or sessions attended while on a site visit. This also includes training sessions attended on monthly consortium days. This category includes time spent preparing for didactics by reading assigned literature or completing other assigned preparatory activities.

Number of scheduled individual clients (SC): This category includes all clients scheduled for the week, whether the appointments were held or not.

Number of SC who were no shows/canceled: This category includes the number of clients who did not attend their appointment, whether they canceled the appointment or simply did not show up.

Total hours of SC (individual therapy hrs): This category includes the total time spent in individual therapy for the week. Round therapy appointments to .5-hour or 1-hour increments.

Total hours of group therapy: This category includes the total time spent in group therapy for the week. Round therapy appointments to .5-hour or 1-hour increments.

Total hours of family therapy: This category includes the total time spent in family therapy for the week. Round therapy appointments to .5-hour or 1-hour increments.

Assessment (admin/feedback): This category includes time spent conducting assessments, including intake assessments, and specific diagnostic, achievement, and/or cognitive assessments with any type of informal or standardized assessment instruments. This category also includes time spent delivering the assessment results to the client and/or guardian, caseworker, administrative staff, etc.

Training/supervising others: This category includes activities related to the intern providing training or supervision to others. This category includes time spent providing peer support, supervising other students, or providing trainings.

Clinical preparation: This category includes time spent preparing for clinic sessions. Preparation may include review of file information, reading articles, or using other resources to develop or refine interventions.

Reports, documentation: This category includes time spent on documentation. Documentation includes written, typed, or electronic work, as well as dictation. This category includes, but is not limited to: initial clinical assessments, therapy notes, standardized assessments or psychological testing reports, treatment plan documents, caseworker/court letters, physician letters, correspondence with clients/legal guardians, etc.

Teaching (lecture/rounds): This category includes time spent engaged in the activity of teaching. This category includes presentations given to community members or the public when conducted as a responsibility of your intern training program. When conducted as a private endeavor, this time is not recorded on the NICPP Intern Log.

Research/professional reading: This category includes time spent conducting research activities (including dissertation), including conducting literature reviews; developing research designs; meeting with research team members; collecting, analyzing, and reporting data; and writing up research activities. This category does not include reading for clinical preparation. Time spent reading for clinical preparation is included under the *Clinical Preparation* category. Dissertation-related research is not eligible unless directly related to internship requirments.

Consultation/collaboration: This category includes time spent delivering consultation to others or collaborating with others on assessment, treatment, or evaluation. This includes treatment team meetings, school meetings (IEPs, MDTs, SATs) and consultation to others including, but not limited to: case workers, probation officers, in-home service providers, outpatient therapists, etc.

Outreach: This category includes activities related to community outreach, including volunteering at events sponsored by your training site or events your training site takes part in.

Walk-in/crisis: This category refers to time spent in managing crisis situations or walk-in appointments. It includes time spent managing emergency calls.

Other: This category includes any other activities that are not included in any other category.