

Specialized Topic Meetings are not mandatory unless they are * or if you are requested to attend by the Case Coordinator or Clinical Supervisor. They will be from the **9:30-10:15 in the Conference Room**. If you have an interest in a special topic that you would like more information on or have a topic you would like to share with others, please contact Jen or Lesha.

Date	Topic	Presenter
7.26	Review of Wed Structure*	Lesha
8.2.	Shift Scheduling – This will greatly impact all BZ clients schedules this fall (starting in Sept)	Molly
8.9	Finding your way around paychex	Ashley
8.16	Working with School Teams – Setting yourself up for success – Roles and Responsibility Sheets will also be reviewed	Lesha
8.23	TLPS and use of our current Materials	?

WEEKLY CLINICAL MEETINGS

GROUP 1: Client meetings scheduled for these weeks: 06, 09, 11, 23, 41, 47, 53, 88, 96, 101,102

7.26

Meeting Time	David-David's office	Jess- Library	Molly-office 35
10:30-11:15	09 ES, JM, SK	41 SD, KM, JJ	47 WS, CH
11:20-12:05	88 AH, SD, SC, SK	96, MP, JJ, CE, GP	102 ES, MB
12:10-12:55	06 KM, LR	23 ES, JJ, MB	
1:00-1:45	11 KM, LR, SC	53 SD, CE	101 JS, AB

GROUP 2: Client meetings scheduled for these weeks: 14, 18, 24,29, 51, 54, 58, 60, 72, 105

Meeting schedule dates: 8.2

Meeting Time	David-David's office	Jess- Library	Molly-office 35
10:30-11:15	14	58	

Wednesday Meeting Structure for July and August 2017 Revised: 7.31.17

	WS, SK	AB, JJ	
11:20-12:05	24 DB, SK, MB	29 KM, JJ	
12:10-12:55	54 CE, LR, MP	60 TB, DB, JJ	51 ES, CH
1:00-1:45	18 AB, SK, AH, WS	105 KM, JJ, SC	72 JS

GROUP 3: Client meetings scheduled for these weeks: 16, 49, 56, 80, 86, 99, 106.

Meeting schedule dates: 8.09

Meeting Time	David-David's office	Jess- Library	Molly-office 35
10:30-11:15		99 KC, DB, LR, GP	
11:20-12:05	16 WS, LR, JM, CH, SC, GP	49 MP, CE	
12:10-12:55	106 WS, KC, LR		86 AB
1:00-1:45	56 MP, DB		80 ES, ML

GROUP 4: Client meetings scheduled for these weeks: 07, 13, 17, 84, 109, 26

Meeting schedule dates: 8.16

Meeting Time	David-David's office	Jess- Library	Molly-office 35
10:30-11:15	05 CE, LR		84 JS, AB
11:20-12:05	07 JS, LR, MB	26 SD, SC, CE	
12:10-12:55		13 TB, SD, CE, SK	
1:00-1:45		17 TB, CE	

GROUP 5: Client meetings scheduled for this week: 05, 37, 71, 77, 78, 89, 102, 103,

Meeting schedule dates: 8.23

Meeting Time	David-David's office	Jess- Library	Molly-office 35
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Wednesday Meeting Structure for July and August 2017 Revised: 7.31.17

10:30-11:15	77 WS, SK	36 AH, JJ	
11:20-12:05	103 TB, CE, SK	81 KM, JJ	
12:10-12:55	71 AH, JJ	89 DB, JJ, GP	
1:00-1:45	78 JJ, LR	109 MP, DB, GP	

- If you have approved time off on any of your scheduled Meetings, it will be your responsibility to let your Case Coordinator know as early as possible, so they can switch spot or transfer to another open spot.

Team Meetings by Color

- Please look closely as some colors have changed to better accommodate access to staff. Please give me feedback ASAP if there is an issue with time and staff being double booked so that I can do my best to change.
- Please take notes at all meetings and send out to all in attendance and cc: PSI and ABC (who may not always be in attendance as they maybe doing coverage) ! Also send to Case Coordinator and Clinical Supervisor just to keep them in the loop.

Pink Meeting Schedule: Clients: 6, 7, 16, 23, 24, 29, 37, 41, 60, 89, 92, 99, 102, 58

Room:	Conference	Library	# 29	#36	#35	#19
3:30-4:30	6	16	37	102	99	24
4:30-5:30	29	23	41	58	60	89

- 99/89/24 may need to tweak the schedule some as they also share staff.

Blue Meeting Schedule: 5, 11, 26, 47, 49, 51, 53, 54, 71, 72, 80, 81, 84, 86, 96, 101

Room:	Conference	Library	#29	#36	#35	#19	#Toy room	David's Office
3:30-4:30	72	51	47	5	53	81	49	86
4:30-5:30	26	80	71	54	101	11	96	84

- 53/49/96/54 share staff and so this will have to be tweaked some – Thinking maybe doing 30 53/49 and doing 45 for 96 and 54 having the night end at 6pm.

Wednesday Meeting Structure for July and August 2017 Revised: 7.31.17

- Also 80, 84, 86 and 101 may need to split some time and go a bit later - Bas can communicate directly to staff!

Green Meeting Schedule:

Williston : 105, 109,

Room:	Conference	Library	#36	#35	#19
3:30-4:30	105	109			
4:30-5:30					

Montpelier

- Is being updated and will be added!