

Specialized Topic Meetings are not mandatory or less 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
11.8.17	IEP Set up/ New Laws in Spec Ed /Roles and resp – Follow UP	Lesha
11.15.17	End of the day Reporting (ABC, Incident etc.)*	Jen, Derek, Sarah, Cam
11.29.17	Growing at SD Associates – A career Path For All	Lesha and Molly
12.6.17	Jane & Server Set up – Follow UP	Derek, Gary, Josh, Jake S.
12.13.17	What is new in 2018 at SD NVT * Policy and Procedure	Human Resources

- **Reminder that all material shared is found on the website: If you don't attend you are still responsible for reading all pertinent information that is presented that you need for your current job responsibilities.**

WEEKLY CLINICAL MEETINGS

GROUP 1: Client meetings scheduled for these weeks: 06,09,11,47,53,88,96,101,102,105,109

11.8.17

Meeting Time	David-David's office	Jess- Conference Room	Molly-Library	IT Meeting • IT Space
10:30-11:15	09 BZ ES, JM, SK, AC, TB	105 SC, KM, JJ	47 WS, CH, LR	JS
11:20-12:05	88 AH, SD, SC, SK	96 JJ, CE, GP	102 ES, LR	KC
12:10-12:55	06 BZ KM, LR	109 DB, JJ		MB
1:00-1:45	11 KM, LR, SC, ML	53 SD, CE	101 AB, JJ	DB

GROUP 2: Client meetings scheduled for these weeks: 14, 18, 24, 29, 51, 54, 58, 60, 72, 92

11.15

Wednesday Meeting Structure for November and December 2017 Revised: 11.14.17

Meeting Time	David-David's office	Jess- Conference Room	Molly-Library	IT Meeting • IT Space
10:30-11:15	14 WS, SK	58 AB, JJ		DB
11:20-12:05	24 DB, SK	29 KM, JJ		ES
12:10-12:55	54 CE, LR, MP	60 TB, DB, JJ,ML	51 ES, CH, SK	KM
1:00-1:45	18 AB, SK, AH, WS	92 KM, JM, GP, LR	72 AZ JS, DB	JJ

GROUP 3: Client meetings scheduled for these weeks: 05,16,23,36,37,49,72,77,80,86,99,106

11.29

Meeting Time	David-David's office	Jess- Conference Room	Molly-Library	IT Meeting • IT Space
10:30-11:15	77 WS, SK	99 KC, DB, LR, GP	36 AH,JJ	SC
11:20-12:05	16 WS, LR, JM, CH, SC	49 CE, JJ	72 BZ JS, DB	SK
12:10-12:55	106 WS, KC , LR	37 AH, JJ	86 AB, SK	DB
1:00-1:45	05 CE, LR, DB	23 ES,JJ	80 AH,ML,SK,ES	GP

GROUP 4: Client meetings scheduled for these weeks: 05,07,13,17,26,78,84,105,109

Meeting schedule dates: 12.6.17

Meeting Time	David-David's office	Jess- Conference Room	Molly-Library	IT Meeting • IT Space
10:30-11:15	07 BZ LR, MB	105 SC,KM,JJ		SD
11:20-12:05		26 SD, SC, LR	84 JS, KW,DB	TB
12:10-12:55	78 BZ JJ, LR	13 TB, SD, CE, SK		DB
1:00-1:45	109 DB,GP,DB	17 TB, CE		LR

GROUP 5: Client meetings scheduled for this week: 07,09,41,71,81,89,106

12.13.17

Meeting Time	David-David's office	Jess- Conference Room	Molly-Library	IT Meeting • IT Space
10:30-11:15	09 AZ TB, SK,ES, AC, JM	41 SD, JJ, KM		DB
11:20-12:05	106 WS,KW,LR	81 BZ KM, JJ		AB
12:10-12:55	07 AZ JS,LR,MB	89 AZ KC, JJ, DB		WS
1:00-1:45	71 AH, JS,CH	89 BZ DB,JJ,KW		AH

2:00- 3:00 PM Full Staff Clinical

Case formulation series with David Cancelled

11.15.17 – Green Binder Review

12.13.17 – Clinical Structure Review for next Series

- Reminder: 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 will be sent out in a separate email. Please remember to give any feedback on meetings to the sdscheduler@sdplus.org.

- It is mandatory that you take notes at all team meetings and send out to all in attendance and cc: PSI and ABC (who may not always be in attendance as they may be doing coverage) Also send to Case Coordinator and Clinical Supervisor just to keep them in the loop.
- IT meetings are mandatory and will include: HIPPA checks and any other issues you may be having, or any other IT questions you may have that may make the electronic world easier.
- New Clinical Forms and Structure to begin this cycle to be adopted.

