

ACT Daily Staff Assignment Schedule

Date _____

Staff Availability Notes (paperwork times, etc.)		
Acute clients and clients hospitalized	Calls to Crisis/ On Call Notes	Cell Phone #'s
A.M. Calls	Tx Planning Meetings: Mark 1-2 Aaron 2-3	
8-10 Brenda: 9:00 am – Dentist appt (RN) Clyde: 9:30 am - Med assistance, symptom management (clinician)	2-3 ITT Meeting	
10-11 Lola: 10:00 am – Job interview skills training (Voc Specialist) Mark: 10:00 am – Assist with housing (clinician) James: 10:00 am – Job coaching (Voc Specialist)	3-5 John: 3:00 pm – IDDT (SA Specialist) Sue: 3:30 pm – PCP appt. (RN) Job development contact 3-5 pm (Voc Specialist)	
11-12 Karla: 11:00 am - Med. eval & management (Prescriber) Aaron: 11:00 am – Independent living skills training (clinician) Trish: 11:00 am – IMR (Peer Specialist) Intake Interview 11:00 am (Team Leader)	5-7 Trish: 6:00 pm – Social skills training (clinician)	
12-1 Intake Interview (continued) 12:00 pm (Team Leader) Anthony: 12:00 pm – IDDT (SA Specialist) Keith: 12:30 pm – Med eval & management (Prescriber)	7-8 Aaron: 7:00 pm – Med. management (RN)	
1-2 ITT Meeting	8-10 P.M. Calls	