



Annual Site Visit Report

Interview with Supervisors:

- Review checklist
- Confirm that trainees are and will continue to be paid a stipend on a fixed schedule and not by case/client.
- Confirm review of the current Policies and Procedures and Due Process documents.

Discussion of current trainees and the site's operations.

- Confirm that supervision is taking place consistently and that logs are being kept.
- Answer any questions or collect questions to pass on to others for clarification.

Summary of the training opportunities

- Diversity
- Patient population
- Direct hours
- Current caseload, etc.
- Hopes for future training and any additional questions or concerns that were obtained during the visit.
- Get any feedback about from them about the Consortium, etc.

- Get copies of updated licenses if the current ones are not on file or if any new supervisors have been added. Use Form A to document and submit with copies of license(s).

Separate Interview with Trainee(s):

- check in and ask about their experience, whether their needs are being met

- how their experience with the consortium has been, etc.

- Summarize here and bring any important information back to the Board and/or Training Committee as well if follow up is required.)