



FIRST WEEK

Wednesday, September 2, 2009 **Introduction and Welcome to RAMS**

9:00-10:15	ALL RAMS STAFF MEETING	Kavoos Bassiri, LMFT, CGP RAMS CEO	Conference Room
10:30-12:00	In-service Training: Adult Case Conference	Presenter: Elvira Kitrar, MFTi Discussant: Holly Gordon, DMH	Conference Room
12:00-1:00	Welcoming Luncheon Hosted by RAMS	Interns, Trainees, Supervisors, RAMS Management and Staff	Conference Room
1:00-1:30	Administrative Issues	Katelynn Luong HR Benefits Specialist	Conference Room
1:30-3:00	What Will Your RAMS Training Year Be Like?	German Cheung, Psy.D., OPS Staff Psychologist & Practicum Supervisor and a Group of Former Trainees/Interns	Conference Room
3:00-3:30	RAMS Mini Tour	Kristina Bang, OPS Office Manager	Front Office (Balboa entrance)
3:30-4:00	Instruction on the use of RAMS phone and voicemail system	Kristina Bang, OPS Office Manager	Training Center
4:00- ...	<ul style="list-style-type: none"> ✓ Get settled at your desk and set up your voicemail ✓ Contact your supervisors to set supervision time ✓ Review cases assigned to you 	Self-directed	Training Center

Please note that **you are not expected to see clients during the first two weeks** of your training year.

Make good use of the time you have: familiarize yourselves with the cases assigned to you, get to know the clinic and each other, and, most importantly, **learn our extensive and confusing paperwork.**

Focusing on the paperwork early in your training year will allow you to devote your full attention to your clients and clinical learning later on. Conversely, if you are still trying to figure out the paperwork issues while working with a full caseload, you will find it quite overwhelming.

Use your notes and handouts from the orientation sessions. Ask your individual Clinical Supervisors, Director of Training and any other clinical staff for help.

By the end of the third week, you will need to contact all your clients and schedule your first clinical appointments with them. When you make first appointments for new clients, **make sure to spread them out**, so you will not be seeing too many clients during your first weeks here.

Before you make an appointment, always confirm that there is a treatment room available and, after you have made an appointment, sign up for a room. Members of the Training Group will take turns managing the Training Center Room Schedule through the year. Please try not to schedule too many clients on Tuesday and Wednesday, when the demand for treatment rooms is the greatest.

SECOND WEEK

Monday, September 7, 2009

LABOR DAY

Tuesday, September 8, 2009

9:00-10:00	<i>Working Relationally at RAMS</i>	Thomas Zurfluh, Psy.D., OPS Staff Psychologist & Practicum Supervisor	Conference Room
10:30-12:00	<i>The Rat, the Therapist, and the Ratatouille: Mutual Healing in Treatment with a Psychotic Woman</i>	German Cheung, Psy.D. OPS Clinical Staff	Conference Room
12:00- 1:00	Lunch		On your own
1:00-2:30	<i>Working with Children and Families at RAMS: Introduction to Children's Services</i>	Nira Singh, Psy.D. Director of Outpatient Child, Youth & Family Services	Conference Room
3:00-4:30	<i>Child Case Presentation and Discussion</i>	Sharif Okasha, Psy.D., CYF Staff Psychologist & Practicum Supervisor	Conference Room
4:30- ...	<ul style="list-style-type: none"> ✓ Review charts assigned to you ✓ Call clients & start scheduling appointments (for next week and on) 	Self-directed	Training Center

Wednesday, September 9, 2009

9:10-10:30	<i>Working with Adult Clients at RAMS: Culture and the Use of Self in Clinical Settings</i>	Sachi Inoue, Ph.D., Director of Adult OPS Clinic	Conference Room
11:00-12:00	<i>RAMS OPS Intake Procedures & Initial Paperwork: Risk Assessment Form; HIPAA Form; Consent for Treatment and Grievance Information; Episode Opening and Client Registration Form; Patient Financial Information (PFI)</i>	Ellen Nichols, LMFT OPS Clinician and Supervisor	Conference Room
12:00-1:00	Lunch		On your own
1:00-3:00	<i>Clinical Documentation for Ongoing Adult Cases: Letter about Working under Supervision; Clinical Assessment & Annual Assessment Update Authorization to Release Information (done annually); Treatment Plan of Care (Initial and Annual); PURQC Treatment Authorization Request; Request for Medical Evaluation; Progress Notes & ongoing maintenance of records</i>	Ellen Nichols, LMFT OPS Clinician and Supervisor	Conference Room
3:00-	Clinical work according to your own schedule: <ul style="list-style-type: none"> ✓ Continue working with charts & studying paperwork ✓ Continue scheduling client appointments 	Self-directed	Training Center

Thursday, September 10, 2009 **Tour of rotation sites**

9:30 - 10:20	Tour SFGH PES	Bob Buckley, MD PES Rotation Supervisor	1001 Potrero Ave.
10:40 - 11:30	Tour PAES Counseling Services	Jessica Katzman, Psy.D. PAES Rotation Supervisor	1235 Mission St.
12:00 – 12:50	Tour Broderick Street Adult Residential Facility	Michael Badolato, LMFT Director of Broderick RCF	1421 Broderick St.
1:30 - 2:30	Tour Lincoln High School Wellness Center	Sheening Lin, MS Wellness Rotation Supervisor	2162 24th Ave
3:00 -	Clinical work according to your own schedule	Self-directed	Training Center

Friday, September 11, 2009

9:00-5:00	Clinical work according to your own schedule <ul style="list-style-type: none"> ✓ Continue calling clients and setting up appointments ✓ Fill out Regular Weekly Schedule, submit it to Alla 	Self-directed	Training Center
11:20 – 12:20	Group Supervision on Outpatient Therapy Cases	Clara Kwun, LCSW Psychoanalyst in Private Practice	1610 Scott Street (Scott and Sutter)
1:30 - 3:00	Pre-doctoral Intern Meeting: Overview of the Internship & Selection of Rotations	Alla Volovich, Ph.D. Director of Training	Training Center

THIRD WEEK

Monday, September 14, 2009

9:00- 7:00	Clinical work according to your own schedule: ✓ Working with charts and studying paperwork ✓ Setting appointments and seeing your first clients	Self-directed	Training Center
------------	--	---------------	-----------------

Tuesday, September 15, 2009

9:00-10:30	Overview of the Training Program: <i>Logistics, Self-care and Survival Tips</i> <i>Training Schedule; Room Schedule;</i> <i>Signing for Intakes;</i> <i>Case Assignment and Monthly Clinical Updates;</i> <i>PURQC Procedure; Chart Closing;</i> <i>Supervision; Trainee/Intern Evaluations;</i> <i>Feedback on Supervision and Training;</i> <i>Grievance and Performance Remediation;</i> <i>Vacations and Vacation Coverage;</i> <i>Helping Each Other to Work, Learn and Grow</i>	Alla Volovich, Ph.D., Director of Training	Conference Room
11:00-12:00	Crisis and Mandatory Reporting: <i>Legal, Ethical and Clinical, Considerations</i>	Sachi Inoue, Ph.D., Director of Adult OPS Clinic	Conference Room
12:00-1:00	Lunch		On your own
1:00 –1:30	Clinical work according to your own schedule: ✓ Fill out the Time Sheet and have it signed by Alla	Self-directed	Training Center
1:30-2:30	Billing for Services: <i>Case Registration Paperwork (Opening and Closing)</i> <i>Billing Slips (TDs), Codes, and Procedure</i>	Natalie Quan, BIS Staff	
3:00-5:00	Initial Diagnosis - What, How, and What for?	Anastasia Glezerman, Ph.D. Assessment Supervisor	Conference Room
5:00-6:00	Psychodiagnostic Assessment Seminar: <i>Orientation Session</i>	Anastasia Glezerman, Ph.D. Assessment Supervisor	Room 3 in the Training Center

Wednesday, September 16, 2009

9:10-10:30	Beginning of Treatment: <i>Establishing Therapeutic Frame and Contract</i>	Sasha Zinchenko, Ph.D. OPS Supervising Psychologist	Conference Room
11:00-12:00	RAMS Clinical Documentation for Child Clients: CANS: Initial Assessment & Six-month Update; Plan of Care (Initial and Update)	Ellen Nichols, LMFT OPS Clinician and Supervisor	Conference Room
12:00- 1:00	Lunch		On your own
1:00- 3:00	RAMS CYF Clinical Documentation for Child Clients: <i>Letter about Working under Supervision;</i> <i>Authorization to Release Information;</i> <i>PURQC Treatment Authorization Request;</i> <i>Request for Medical Evaluation;</i> <i>Progress Notes & Ongoing Maintenance of Records.</i>	Ellen Nichols, LMFT OPS Clinician and Supervisor	
3:00-...	Clinical work according to your own schedule: ✓ Continue working with charts and learning paperwork ✓ Client appointments, supervision, etc.	Self-directed	Training Center

Thursday, September 17, 2009

According to Rotation Schedule	Orientation at Rotation Sites	Rotation Site Staff	Rotation sites
--------------------------------	--------------------------------------	----------------------------	-----------------------

Friday, September 18, 2009

9:00-4:00	RAMS Psychoanalytic Scholar Seminar Series: <i>A Day with Neil Altman</i>	Neil Altman, Ph.D.	Conference Room
4:00...	Clinical work according to your own schedule: ✓ Continue working with charts and learning paperwork ✓ Client appointments ✓ Fill out the BOP Supervision Agreement ✓ Fill out the SPE verification form for the first weeks	Self-directed	Training Center

FOURTH WEEK

Monday, September 21, 2009

9:00- 7:00	Clinical work according to your own schedule: ✓ Continue review of paperwork & charts ✓ Meeting with your clients ✓ Supervision, etc.	Self-directed	Training Center
11:00-12:00	Psychodiagnostic Assessment Seminar	Anastasia Glezerman, Ph.D. Assessment Supervisor	Conference Room

Tuesday, September 22, 2009

9:10-10:10	<i>RAMS Mission and Philosophy of Care</i>	Kavoos Bassiri, LMFT, CGP RAMS CEO	Conference Room
10:25-11:55	Trainee/Intern Seminar: Psychodynamic Therapy and Community Mental Health	Alla Volovich, Ph.D. Director of Training	Conference Room
11:00- 12:00	<i>Billing for Services: Patient Financial Information Form; Client Insurance Status, UMDAP (Amount, Collection and Adjustment)</i>	Elsa Burger, BIS Analyst	
12:00-1:00	Lunch		On your own
1:00-....	Clinical work according to your own schedule	Self-directed	Training Center

Wednesday, September 23, 2009

9:10- 10:30	Attacks on Frame and Clinical Uses of Projective Identification	Sasha Zinchenko, Ph.D. OPS Supervising Psychologist	Conference Room
12:00- 3:00	Clinical work according to your own schedule	Self-directed	Training Center
3:00-4:00	Cultural Competency Project Meeting	Alla Volovich, Ph.D.	Alla's office
4:00-....	Clinical work according to your own schedule	Self-directed	Training Center

Thursday, September 24, 2009

Follow the Rotation Schedule	Rotation day	Rotation Site Staff	Rotation Sites
------------------------------------	---------------------	---------------------	----------------

Friday, September 25, 2009

9:00-11:00	Clinical work according to your own schedule: ✓ Continue working with charts ✓ Continue to study paperwork ✓ Client appointments, etc.	Self-directed	Training Center
11:20 – 12:20	Group Supervision on Outpatient Therapy Cases	Clara Kwun, LCSW Psychoanalyst in Private Practice	1610 Scott Street (Scott and Sutter)
1:30 - 3:00	Pre-doctoral Intern Meeting: Question and Answer Period	Alla Volovich, Ph.D. Director of Training	Training Center
3:00- ...	Clinical work according to your own schedule	Self-directed	Training Center

Please note that there will be a city-wide orientation to *the San Francisco Community Behavioral Health System* conducted by the San Francisco Department of Public Health. It's tentatively scheduled for September 30th. The date and place are to be confirmed. Attendance is recommended.

Starting next week, you will follow the regular training schedule