**HWPCA Schedule: Required Staff and Student Interviews**

As part of the Health and Wellness PCA, the two assessors **must meet** with clinical specialists, program coordinators, and students regarding the PRH sections they are reviewing. Please schedule the required staff members listed below in the time slots allotted. Include the name and title of the staff member. Notify staff scheduled of the date and time of the interview, and clear meeting with supervisors. Additional interviews may be requested as needed. Brief outs are scheduled by the Regional office and occur by phone 1-2 weeks following the H&W PCA.

**\* Please complete and return to assessors at least one week before to your assessment. \***

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| **Medical Assessor: Day 1** |  | **Medical Assessor Day 2** |
| **Time** | **Staff Member (Name, Title)/Group and Location** |  | **Time** | **Staff Member (Name, Title)/Group and Location** |
| 8:00-noon | SHR review & lunch | 8:00-9:30 am |  |
| 12:00-1:00 pm |  | 9:30-10:30 am |  |
| 1:00-2:00 pm  |  | 10:30-11:00 am |  |
| 11:00-12:00 pm  |  |
| 2:00-3:00 pm |  | 12:30-1:00 pm |  |
| 3:00-3:30 pm  |  | 1:00-2:00 pm  |  |
| 3:30-4:00 pm |  | 2:00-5:00 pm | Follow up, materials review, & finalize |
| 4:00-5:00 pm |  |

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| --- | --- | --- |
| **Behavioral Assessor: Day 1** |  | **Behavioral Assessor Day 2** |
| **Time** | **Staff Member (Name, Title)/Group and Location** |  | **Time** | **Staff Member (Name, Title)/Group and Location** |
| 8:00-noon | SHR review & lunch | 8:00-9:30 am |  |
| 12:00-1:00 pm |  | 9:30-10:30 am |  |
| 1:00-2:00 pm  |  | 10:30-11:00 am |  |
| 11:00-12:00 pm  |  |
| 2:00-3:00 pm |  | 12:30-1:00 pm |  |
| 3:00-3:30 pm  |  | 1:00-2:00 pm  |  |
| 3:30-4:00 pm |  | 2:00-5:00 pm | Follow up, materials review, & finalize |
| 4:00-5:00 pm |  |

**HWPCA Schedule: Required Staff and Student Interviews *continued***

**Medical Staff Interviews:**

1. HWD for 1 hour
2. Staff RN for 15 minutes
3. Additional Staff Nurses for 15 minutes
4. Physician (and PA or NP) for 1 hour
5. Dentist, hygienist, assistant (as a group) for 1 hour
6. Family planning coordinator for 30 minutes
7. 2-4 Individual Students with chronic medical conditions for 15 minute each on **Day 2** (Students are selected by assessor on day 1)
8. Afterhours medication lockbox staffer(s) (residential, security, or other staff member(s)) for 15 minutes

**Behavioral Staff Interviews:**

1. HWD for 1 hour
2. CMHC for 1 hour
3. Counseling manager for 15 minutes
4. Security manager for 15 minutes
5. TEAP specialist for 1 hour
6. TUPP coordinator for 15 minutes
7. HEALs Group (*minimum HEALs coordinator, recreation supervision, and food services manager*) for 30 minutes
8. Student Focus Group 10-15 students) for 1 hour on **Day 2**. Please specify location to held (Students are selected by assessor on day 1)
9. Interns providing additional services if applicable