# **Monthly Counseling Calendar**

# District

<u>July</u>	January			
Academic:	Academic:			
• SWPBS	• SWPBS			
<ul> <li>Early Intervention ERs/Meetings</li> </ul>	• K-5 DIBELS			
<ul> <li>Transfer IEP Meetings/Paperwork</li> </ul>	• MAP Testing (2-5)			
Chapter 15 paperwork	• Enrichment and Intervention (K-5)			
Gifted Screenings	RTII Meetings			
<ul> <li>Meetings with parents</li> </ul>	• CST			
Parent Contacts	<ul> <li>Grade Level PLC Meetings</li> </ul>			
<ul> <li>Parent Teacher Conferences</li> </ul>	• FBA			
Kindergarten Screenings	<ul> <li>MDT/IEP Meetings &amp; Paperwork</li> </ul>			
Maintain student records	<ul> <li>Transfer IEP Meetings &amp;</li> </ul>			
Special Ed. Paperwork	Paperwork			
Scheduling Special Ed. Meetings	<ul> <li>Chapter 15 Meetings &amp; Paperwork</li> </ul>			
• Liaison for IU special services (i.e.	<ul> <li>Meetings with parents</li> </ul>			
psychiatric eval, PT, OT, S/L,	<ul> <li>Gifted screenings</li> </ul>			
audiology, hearing, vision) in	<ul> <li>Psychiatric Evaluation</li> </ul>			
relation to EI/Transfer students	<ul> <li>Staffings/Parent Meetings</li> </ul>			
<ul> <li>Grouping Cards</li> </ul>	<ul> <li>Parent Contacts</li> </ul>			
<ul> <li>Consultation with District/IU Staff</li> </ul>	<ul> <li>Parent Teacher Conferences</li> </ul>			
	<ul> <li>Intake Meetings for Alternative</li> </ul>			
	Placement			
	<ul> <li>Individual Counseling</li> </ul>			
	<ul> <li>Maintain student records</li> </ul>			
	<ul> <li>Special Ed. Paperwork</li> </ul>			
	<ul> <li>Scheduling Special Ed. Meetings</li> </ul>			
	<ul> <li>Teacher consultation for academic</li> </ul>			
	concerns			
	• Liaison for IU special services (i.e.			
	psychiatric eval, PT, OT, S/L,			
	audiology, hearing, vision)			
	Consult with District/IU Staff			
Career:	Career:			
• JA grades K-5	• JA grades K-5			
Coordination of Career Day	• Achieve 3000 (3-5)			
Individualized Career Lesson	• Individualized Career Lessons (K-			
Planning  Constitution of Consequences	5)			
Coordination of Career Cruising     Coordination of Career Cruising	• Career Days			
Coordination of MCTI Field Trip	• Interest Inventory (4 <sup>th</sup> grade)/Career			

	Cruicina				
	Cruising				
	• Individual Counseling				
	Coordination of Career Days				
	<ul> <li>Career Lesson Planning</li> </ul>				
	Staff Consultation				
Personal/Social:	Personal/Social:				
• SWPBS	• SWPBS				
<ul> <li>Second Step Lesson Prep</li> </ul>	<ul> <li>Second Step</li> </ul>				
<ul> <li>Bullying Prevention Lesson Prep</li> </ul>	<ul> <li>Bullying Prevention Lessons</li> </ul>				
<ul> <li>Unity Day Prep</li> </ul>	<ul> <li>Cyber Bullying/Internet Safety</li> </ul>				
<ul> <li>Bully Prevention Week/Month Prep</li> </ul>	Presentation (K-5)				
<ul> <li>Parent Contacts</li> </ul>	• BABES (Grade 2,3,4,5)				
Crisis Intervention	<ul> <li>Ability Awareness Monthly</li> </ul>				
SWPBS Team Member	Meetings				
• Lesson Planning for Small Groups	• CST				
and Classroom Guidance Lessons	• RTII				
Consultation with District/IU Staff	<ul> <li>Small counseling groups</li> </ul>				
<ul> <li>Bullying Parent Newsletter</li> </ul>	Conflict Resolution/Peer Mediation				
	<ul> <li>Grade Level PLC meetings</li> </ul>				
	<ul> <li>Project FAME Coordination</li> </ul>				
	Crisis Intervention				
	• FBA				
	• CICO				
	<ul> <li>Individual counseling</li> </ul>				
	• Provider 50 meetings				
	• Intake Meetings for Alternative				
	Placement				
	<ul> <li>Crisis Team Meetings</li> </ul>				
	Parent Contacts				
	<ul> <li>Psychiatric Evaluation</li> </ul>				
	• Staffings/Parent Meetings				
	Teacher consultation for behavior				
	concerns/plans				
	• Consultations with Provider 50				
	personnel				
	Entering CICO data				
	• Discipline				
	• Lesson Planning for Small Groups				
	and Classroom Guidance Lessons				
	Bus Duty				
August	<u>February</u>				
Academic:	Academic:				
• SWPBS • SWPBS					
DITIES	DITED				

- Early intervention ERs/Meetings
- Transfer IEP Meetings/Paperwork
- EI Meetings
- Chapter 15 Paperwork
- Meetings with parents
- Gifted screenings
- MDT Meetings
- Parent Contacts
- Kindergarten Screenings
- Intake Meetings for Alternative Placement
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Kindergarten and New Student Orientation
- Consultation with District/IU Staff
- Classroom Assignments/Grouping Cards
- Provide Special Ed. Services information to teachers

- Enrichment and Intervention (K-5)
- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- MDT/IEP Meetings & Paperwork
- Transfer IEP Meetings & Paperwork
- Early Intervention Meetings
- Chapter 15 Meetings/Paperwork
- Meetings with parents
- Gifted screenings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Parent Teacher Conferences
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Consult with District/IU Staff
- Coordination of OLSAT
- PSSA Boot Camp Team Member

- JA grades K-5
- Coordination of Career Day
- Individualized Career Lesson Planning
- Coordination of Career Cruising
- Coordination of MCTI Field Trip

- JA grades K-5
- Achieve 3000 (3-5)
- Individualized Career Lessons (K-5)
- Career Days Coordination
- Interest Inventory (4<sup>th</sup> grade)/Career Cruising
- Individual Counseling
- Career Lesson Planning
- Staff Consultation

#### Personal/Social: Personal/Social: **SWPBS SWPBS** Second Step Lesson Prep Second Step Bullying Prevention Week/Month **Bullying Prevention** Prep • Cyber Bullying/Internet Safety Presentation (K-5) Unity Day Prep • BABES (Grade 2,3,4,5) **Bullying Parent Newsletter Prep** Coordinate Project FAME Ability Awareness Monthly Meeting Crisis Intervention/Team Meetings **CST** • Create CICO List **RTII** Provider 50 meetings/Consultation Small counseling groups • Intake Meetings for Alternative Conflict Resolution/Peer Mediation Placement Grade Level PLC meetings Teacher consultation for behavior concerns/plans **Project FAME** • Lesson Planning for Small Groups **Crisis Intervention** and Classroom Guidance Lessons **FBA** Crisis intervention CICO Individual counseling Provider 50 meetings Intake Meetings for Alternative Placement Crisis Team Meetings Parent Contacts Parent Teacher Conferences Psychiatric Evaluation Staffings/Parent Meetings Teacher consultation for behavior concerns/plans Coordinate Project FAME Consultations with Provider 50 personnel Entering CICO data Discipline Lesson Planning for Small Groups and Classroom Guidance Lessons **Bus Duty** September March Academic: Academic: **SWPBS** Team Member **SWPBS** K-5 DIBELS PSSA Field Test Proctoring (3-5)

OLSAT Preparation (2)

• MAP Testing (2-5)

- Enrichment and Intervention (K-5)
  Data Gathering and Grouping Prep
- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- IEP Meetings
- Transfer IEP Paperwork/Meetings
- Chapter 15Paperwork/Meetings
- Meetings with parents
- Gifted screenings
- MDT Meetings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Consultation with District/IU Staff
- Open House

- Enrichment and Intervention (K-5)
- PSSA Boot Camp (3-5) Activities Preparation/Planning
- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- MDT/IEP Meetings & Paperwork
- Transfer IEP Meetings & Paperwork
- Chapter 15 Meetings & Paperwork
- Meetings with parents
- Gifted screenings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Consult with District/IU Staff
- PSSA Administrator Trainings

- JA grades K-5
- Achieve 3000 (3-5)
- Individualized Career Lessons (K-5)
- Interest Inventory (4<sup>th</sup> grade)/Career Cruisin
- Individual Counseling
- Supplying JA kits to teachers
- Coordination of Career Day
- Career Lesson Planning
- Career Presentation Coordination
- Staff Consultation

- JA grades K-5
- Achieve 3000 (3-5)
- Individualized Career Lessons (K-5)
- Career Days Preparation
- Interest Inventory (4<sup>th</sup> grade)/Career Cruising
- Individual Counseling
- Career Lesson Planning
- Staff Consultation

#### Personal/Social:

- SWPBS Team Member
- Second Step
- Bullying Prevention Week/Month Prep
- Unity Day Prep
- Cyber Bullying/Internet Safety Presentation (K-5) Prep
- BABES (Grade 2,3,4,5)
- DARE (5<sup>th</sup> Grade)
- CST
- RTII
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME
- Crisis Intervention
- FBA
- CICO
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Informal new student orientation/transitioning
- Consultations with Provider 50 personnel
- Discipline
- Lesson Planning for Small Groups and Classroom Guidance Lessons
- Bus Duty

## Personal/Social:

- SWPBS Team Member
- Second Step
- Bullying Prevention
- Cyber Bullying/Internet Safety Presentation (K-5)
- Ability Awareness Monthly Meeting
- CST
- RTII
- Small counseling groups
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME
- FBA
- Crisis intervention
- CICO
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Crisis Team Meetings
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Coordinate Project FAME
- Consultations with Provider 50 personnel
- Entering CICO data
- Discipline
- Lesson Planning for Small Groups and Classroom Guidance Lessons
- Bus Duty

# October April

#### Academic:

- SWPBS
- K-5 DIBELS
- MAP Testing (2-5)
- Enrichment and Intervention (K-5)
- RTII Meetings

# Academic:

- SWPBS
- PSSA Proctoring (3-5)
- OLSAT Proctoring (2)
- Enrichment and Intervention (K-5)
- PSSA Boot Camp (3-5) Activities

- CST
- Grade Level PLC Meetings
- FBA
- IEP Meetings
- Transfer IEP Paperwork/Meetings
- Chapter 15 Paperwork/Meetings
- Meetings with parents
- Gifted screenings
- MDT Meetings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Consult with district and IU staff

- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- MDT/IEP Meetings & Paperwork
- Transfer IEP Meetings & Paperwork
- Early Intervention ER's/Paperwork
- Early Intervention Transfer IEP's
- Chapter 15 Meetings/Paperwork
- Meetings with parents
- Gifted screenings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Retention Meetings
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Consult with District/IU Staff

- JA grades K-5
- Achieve 3000 (3-5)
- Individualized Career Lessons (K-5)
- Career Days
- Interest Inventory (4<sup>th</sup> grade)/Career Cruising
- MCTI (5<sup>th</sup> grade)
- Individual Counseling
- Career Lesson Planning
- Presentation Coordination
- Staff Consultation

- JA grades K-5
- Achieve 3000 (3-5)
- Individualized Career Lessons (K-5)
- Career Day Preparation
- Interest Inventory (4<sup>th</sup> grade)/Career Cruising
- Individual Counseling
- Career Lesson Planning
- Staff Consultation

## Personal/Social:

- SWPBS
- Second Step
- Bullying Prevention Week/Month Lessons
- Unity Day Activities
- Cyber Bullying/Internet Safety Presentation (K-5)
- BABES (Grade 2,3,4,5)
- DARE (5<sup>th</sup> Grade)
- Parent Presentation on Bullying Awareness Prep
- Bullying Parent Newsletter Distribution
- Ability Awareness Monthly Planning Meeting
- CST
- RTII
- Small counseling groups
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME
- Crisis Intervention
- FBA
- CICO
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Consultations with Provider 50 personnel
- Entering CICO data
- Discipline
- Lesson Planning for Small Groups and Classroom Guidance Lessons
- Bus Duty

# Personal/Social:

- SWPBS
- Second Step
- Bullying Prevention
- Cyber Bullying/Internet Safety Presentation (K-5)
- Ability Awareness Monthly Meetings
- CST
- RTII
- Small Counseling Groups
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME
- Crisis Intervention
- FBA
- CICO
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Crisis Team Meetings
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Consultations with Provider 50 personnel
- Entering CICO data
- Discipline
- Lesson Planning for Small Groups and Classroom Guidance Lessons
- Bus Duty

<u>November</u>	<u>May</u>
Academic:	Academic:

- SWPBS
- Enrichment and Intervention (K-5)
- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- MDT/IEP Meetings/Paperwork
- Transfer IEP Meetings/Paperwork
- Chapter 15 Meetings/Paperwork
- Meetings with parents
- Gifted screenings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Parent Teacher Conferences
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Consult with District/IU Staff

- SWPBS
- K-5 DIBELS
- MAP Testing (2-5)
- OLSAT Results/Distribution Meeting
- Enrichment and Intervention (K-5)
- RTII Meetings
- CST
- Grade Level PLC Meetings
- FBA
- Early Intervention ERs/Paperwork
- MDT/IEP Meetings & Paperwork
- Transfer IEP Meetings & Paperwork
- Chapter 15 Meetings & Paperwork
- Meetings with parents
- Gifted screenings
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Parent Contacts
- Retention Meetings
- Kindergarten Screenings
- Intake Meetings for Alternative Placement
- Individual Counseling
- Maintain student records
- Special Ed. Paperwork
- Scheduling Special Ed. Meetings
- Teacher consultation for academic concerns
- Liaison for IU special services (i.e. psychiatric eval, PT, OT, S/L, audiology, hearing, vision)
- Consult with District/IU Staff
- Grouping Cards

- JA grades K-5
- Achieve 3000 (3-5)
- Individualized Career Lessons (K-5)
- Career Days
- Interest Inventory (4<sup>th</sup> grade)/Career Cruising

- JA grades K-5
- Achieve 3000 (3-5)
- Individualized Career Lessons (K-5)
- Career Days
- Bizztown
- Interest Inventory (4<sup>th</sup> grade)/Career

- Individual Counseling
- Coordination of Career Day
- Career Lesson Planning
- Consultation with District Staff

# Cruising

- Individual Counseling
- Staff Consultation

#### Personal/Social:

- SWPBS
- Second Step
- Bullying Prevention Lessons
- Cyber Bullying/Internet Safety Presentation (K-5)
- BABES (Grade 2,3,4,5)
- DARE (5<sup>th</sup> Grade)
- Parent Presentation on Bullying Awareness
- Ability Awareness Monthly Meeting
- CST
- RTII
- Small Counseling Group Planning
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME Consultation/Coordination
- Crisis Intervention
- FBA
- CICO
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Crisis Team Meetings
- Parent Contacts
- Parent Teacher Conferences
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Consultations with Provider 50 personnel
- Entering CICO data
- Discipline
- Lesson Planning Classroom

#### Personal/Social:

- SWPBS
- Second Step
- Bullying Prevention
- Ability Awareness Week
- CST
- RTII
- Small counseling groups
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME
- FBA
- Crisis intervention
- CICO
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Crisis Team Meetings
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Consultations with Provider 50 personnel
- SWPBS Team Member
- Entering CICO data
- Discipline
- Lesson Planning for Small Groups and Classroom Guidance Lessons
- Bus Duty
- Transition Meetings (5<sup>th</sup> to 6<sup>th</sup> Grade)

Guidance Lessons				
Bus Duty				
December	June			
Academic:	Academic:			
• SWPBS	• SWPBS			
• Enrichment and Intervention (K-5)	RTII Meetings			
RTII Meetings	• CST			
• CST	Grade Level PLC Meetings			
<ul> <li>Grade Level PLC Meetings</li> </ul>	• FBA			
• FBA	• Early Intervention ERs/Paperwork			
<ul> <li>MDT/IEP Meetings &amp; Paperwork</li> </ul>	<ul> <li>MDT/IEP Meetings &amp; Paperwork</li> </ul>			
Transfer IEP Meetings/Paperwork	• Transfer IEP Meetings &			
Chapter 15 Meetings/Paperwork	Paperwork			
<ul> <li>Meetings with parents</li> </ul>	<ul> <li>Chapter 15 Meetings &amp; Paperwork</li> </ul>			
Gifted screenings	<ul> <li>Meetings with parents</li> </ul>			
Psychiatric Evaluation	Gifted screenings			
<ul> <li>Staffings/Parent Meetings</li> </ul>	<ul> <li>Psychiatric Evaluation</li> </ul>			
• Parent Contacts	<ul> <li>Staffings/Parent Meetings</li> </ul>			
<ul> <li>Intake Meetings for Alternative</li> </ul>	<ul> <li>Parent Contacts</li> </ul>			
Placement	<ul> <li>Retention Meetings</li> </ul>			
<ul> <li>Individual Counseling</li> </ul>	<ul> <li>Kindergarten Screenings</li> </ul>			
<ul> <li>Maintain student records</li> </ul>	<ul> <li>Intake Meetings for Alternative</li> </ul>			
<ul> <li>Special Ed. Paperwork</li> </ul>	Placement			
<ul> <li>Scheduling Special Ed. Meetings</li> </ul>	<ul> <li>Individual Counseling</li> </ul>			
<ul> <li>Teacher consultation for academic</li> </ul>	<ul> <li>Maintain student records</li> </ul>			
concerns	• Special Ed. Paperwork			
• Liaison for IU special services (i.e.	<ul> <li>Scheduling Special Ed. Meetings</li> </ul>			
psychiatric eval, PT, OT, S/L,	<ul> <li>Teacher consultation for academic</li> </ul>			
audiology, hearing, vision)	concerns			
Consult with District/IU Staff	• Liaison for IU special services (i.e.			
	psychiatric eval, PT, OT, S/L,			
	audiology, hearing, vision)			
	Consult with District/IU Staff     Grouping Cords			
	• Grouping Cards • Transition Mactings (5 <sup>th</sup> 6 <sup>th</sup> Grade)			
Career:	• Transition Meetings (5 <sup>th</sup> -6 <sup>th</sup> Grade)  Career:			
• JA grades K-5	• Individual Counseling			
• Achieve 3000 (3-5)	Staff Consultation			
Individualized Career Lessons (K-	JA Paperwork			
5)	• Career Cruising Preparation			
Career Days	Carcor Cruising Proparation			
<ul> <li>Interest Inventory (4<sup>th</sup> grade)/Career</li> </ul>				
interest inventory (+ grade)/ Career				

#### Cruising

- Individual Counseling
- Coordination of Career Days
- Career Lesson Planning
- Presentation Coordination
- Staff Consultation

# Personal/Social:

- SWPBS
- Second Step
- Bullying Prevention
- Cyber Bullying/Internet Safety Presentation (K-5)
- BABES (Grade 2,3,4,5)
- DARE (5<sup>th</sup> Grade)
- Ability Awareness Monthly Meetings
- CST
- RTII
- Small counseling groups
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- Project FAME
- Crisis Intervention
- FBA
- CICO
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Crisis Team Meetings
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Coordinate Project FAME
- Consultations with Provider 50 personnel
- Entering CICO data
- Discipline
- Lesson Planning for Small Groups and Classroom Guidance Lessons
- Bus Duty

## Personal/Social:

- SWPBS
- CST
- RTII
- Conflict Resolution/Peer Mediation
- Grade Level PLC meetings
- FBA
- Crisis Intervention
- CICO
- Individual counseling
- Provider 50 meetings
- Intake Meetings for Alternative Placement
- Crisis Team Meetings
- Parent Contacts
- Psychiatric Evaluation
- Staffings/Parent Meetings
- Teacher consultation for behavior concerns/plans
- Consultations with Provider 50 personnel
- Entering CICO data
- Discipline
- Bus Duty