

INSTRUCTIONS FOR GETTING STARTED

Drop-down Menus

First, click on the worksheet titled "Drop-down Menus".

The cells highlighted are the ones you can change.

For example, you can add Sites by replacing "Site 1" with "Baby Fold" or "PSC" etc.

Any changes you make will be reflected in the corresponding drop-down menus on other worksheets.

Other cells should not be changed, as it may affect your Logs Summary page.

Clients

Next, enter your clients and their information (including all types of Activities you've done with them) on the sheet

You should enter all groups/families/etc. AND each individual within that group separately. This is because you will

For groups/families, you do not need to complete demographic information, though you can. The Activities are the

Logs

When you make logs entries, some cells will be drop down menus and others you will type in.

Always enter your time in minutes, NOT hours (e.g. "120" for 2 hours). Otherwise, the Summary will be wrong.

If it is a Support activity, do NOT select a setting. This is in keeping with the AAPIC application.

Logs Summary

The worksheet titled "Logs Summary" will automatically update time as you make entries in your logs. It corresponds

However, this sheet does not tally the number of different clients you have worked with. You will need to tally that

Because there are numerous formulas, it is highly recommended that no changes are made to this worksheet.

Test Administration

AAPIC wants a tally of how many times you administer/score/report tests. The "Test Administration" worksheet is

This sheet contains no formulas and can be changed/deleted as you see fit.

Other

If you have or are working toward a TERMINAL Masters, it is recommended that you copy this entire document and

Remember to password protect once you enter client names!

Email me (Lauren) with any questions/problems/suggestions at lsaternus@gmail.com.