

CALIPSO CLOCK HOUR ENTRY

Clock hours are important to document that you have acquired a sufficient variety of clinical experiences, with different disorders, in different settings and with different populations, to develop entry level competency prior to graduation. It is your responsibility to record clock hours acquired in practicum accurately and in a timely manner.

ASHA's Big Nine

Clock hours are entered as appropriate across ASHA's nine core content areas.

1. Speech sound production - encompasses articulation, motor planning and execution, phonology, and accent modification
2. Fluency and fluency disorders
3. Voice and resonance - includes respiration and phonation
4. Receptive and expressive language - included phonology, morphology, syntax, semantics, pragmatics (language use and social aspects of communication), prelinguistic communication, paralinguistic communication (e.g., gestures, signs, body language), and literacy in speaking, listening, reading, and writing
5. Hearing - including the impact on speech and language
6. Swallowing/feeding – includes (a) structure and function of orofacial myology and (b) oral, pharyngeal, laryngeal, pulmonary, esophageal, gastrointestinal, and related functions across the life span
7. Cognitive aspects of communication - includes attention, memory, sequencing, problem solving, and executive functioning
8. Social aspects of communication - includes challenging behavior, ineffective social skills, and lack of communication opportunities
9. Augmentative and alternative communication modalities

Age Breakdown

Clock hours are entered in Calipso across four age groups.

- Young Child: Birth – 5.11 yrs.
- Child: 6 yrs. – 17.11 yrs.
- Adult: 18 – 64.11 yrs.
- Older Adult: 65 + yrs.

Daily Clinical Attendance Log

The program requires that the Daily Clinical Attendance Log is used to record minutes for services provided. Your supervisor may request to see this log when approving clock hours in Calipso. Submit the Daily Clinical Attendance Log to practicum.forms@enmu.edu at midterm and again at the end of the practicum. Keep the paper logs for your records.

CALIPSO CLOCK HOUR ENTRY

Counting Clock Hours

Accurate recording of clock hours is essential. Only **direct contact** with the client or the client's family in assessment, management, and/or counseling can be counted. Minutes may NOT be rounded. Direct contact minutes with a client are not the same as billing codes. Current Procedural Terminology (CPT) codes are used for billing purposes. Billing codes do NOT equal contact minutes. Some CPT codes will allow billing for documentation time. **Direct contact clock hours never include documentation time.**

Capturing all minutes for each area addressed in therapy is important. If multiple goals were addressed in one session, break down the minutes spent in each area. For example, treatment that focused on formulating verbal responses and teaching memory strategies, should have minutes listed under both language and cognitive aspects of communication. It is important to capture your minutes accurately.

Group Minutes – Record group time by breaking down minutes to the capture time with each individual client. For example, if one 30-minute group had three members with two clients working on artic and one working on language, the breakdown for the group is 20 minutes of artic and 10 minutes of language. **Time recorded for each client may never exceed the total group time.**

Conference Minutes – Record minutes spent in presenting client information to the client or the client's family in a meeting, conference, in an IEP or IFSP. Team meetings typically involve multiple professionals presenting information about the client. You may ONLY count the minutes that you (student clinician) spent presenting to the client or the client's family. For example, if you attended a 60-minute IEP meeting and presented the client's progress toward meeting language goals for 10 minutes to the client's family, then 10 minutes in language should be recorded under assessment. **Time spent in attending a meeting or conference without presenting information to the client or client's family does not count.**

Observation Minutes – Record time spent observing your supervisor in the provision of **direct** services with the client or the client's family in assessment, management, and/or counseling, and is recorded under observation. Minutes must be exact and may NOT be rounded. Examples of **direct** therapy services include:

- observing your supervisor provide speech/language therapy
- observing your supervisor conduct an assessment/evaluation/screening
- observing your supervisor provide safety awareness education to the client's family

Examples of **indirect** therapy services include but is not limited to:

- scoring and interpreting assessments
- clinical documentation such as writing goals/IEP's/SOAP notes/reports
- therapy planning, developing materials, scheduling

Time spent observing indirect therapy services does not count.

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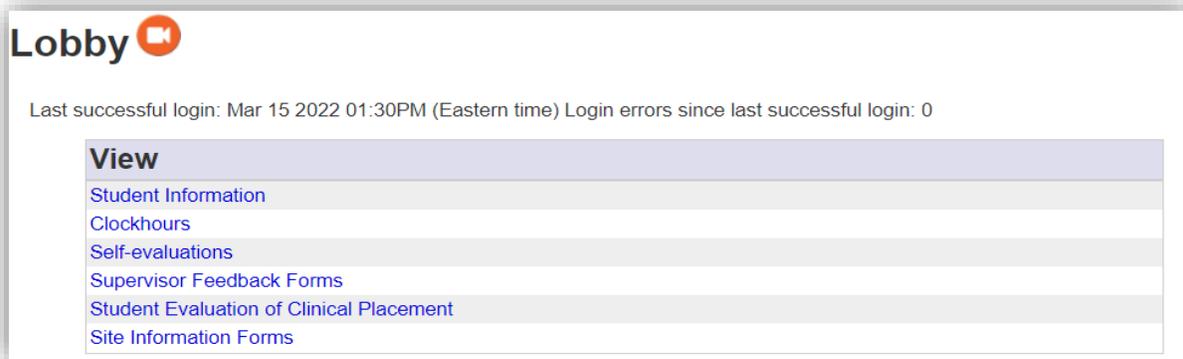
Supervisor Set up in Calipso

Supervisors must be set up in Calipso to be able to approve clock hours. Your supervisor will be sent a PIN using the email listed on the *Practicum Form Packet*. Please carefully print your supervisor's email address on all paperwork. If you are completing a practicum with more than one supervisor, submit the *Additional Supervisor Form* for each additional supervisor. Please let your supervisor know that you use Calipso for entering clock hours and that they will receive an email to set up their Calipso account. Your supervisor will need to set up their account BEFORE you can enter your clock hours.

If your supervisor is not listed in Calipso the first time you enter hours, your supervisor may not have completed the online registration and will need to do so. It is important that our supervisor completes the *Site Information Form* in Calipso. Your supervisor will need to know your cohort (the semester you started the program) to locate your name in Calipso.

Entering Clock Hours in Calipso

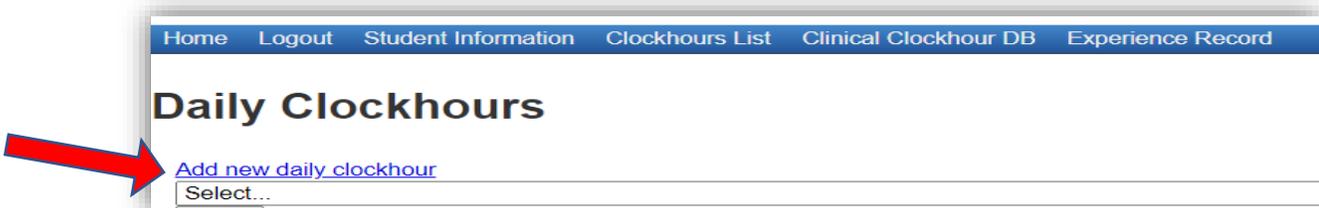
To enter clock hours, log into Calipso, go to your Lobby screen and click on Clockhours.



Click on the "Daily Clockhours" link in the blue strip at the top



Next, click on "Add new daily clockhour"



CALIPSO CLOCK HOUR ENTRY

Use the drop-down menus to enter the header information.

Student: Ashenfelter, Christina	Submitted:
*Supervisors: Bucknell, Laura M	Approved:
*Site: ENMU SHROC	*Date: March 17, 2022 <input type="button" value="Clr"/>
*Semester: 2022 Spring	*Course number: Practicum 1
*Clinical setting: University Clinic	*Mode of Delivery: In-Person
*Completion month: Mar *Year: 2022	*Training level: Graduate

- **Supervisor:** Select your supervisor from the drop-down list. If your supervisor is not listed, ask your supervisor if they have set up their Calipso account. If your supervisor has not received a PIN from Calipso, email Mrs. Dunsworth at Kristina.Dunsworth@enmu.edu.
- **Site:** Select your site from the drop-down list. If your site is not listed in the dropdown, contact Kristina.Dunsworth@enmu.edu to have your site added.
- **Semester:** Enter the semester in which the hours were completed.
- **Clinical Setting:** Select the setting from the drop-down list.
- **Completion Month:** Select the month that you completed the session.
- **Date:** Enter the date that you provided the therapy/services.
- **Course number:** Select the course number. Practicum 1 (CDIS 501), Practicum 2 (CDIS 502), Practicum 3 (CDIS 503), Practicum 4 (CDIS 505), Practicum in Assessment (CDIS 508), Internship (CDIS 589).
- **Mode of Delivery:** Select the format that therapy was provided to the client (in-person, telepractice, clinical simulation)
- **Training Level:** Select the training level of student clinician at the time of service; graduate or undergraduate.
- **SimuCase hours:**
 - Site is SimuCase
 - Setting is Clinical Simulation
 - Mode of Delivery is Clinical Simulation
 - Scores must be 90% or above to count
- **Master Clinician hours:**
 - Site is Master Clinician Network
 - Setting is Private Practice
 - Mode of delivery is In-Person
 - Entries must be approved in Master Clinician to count
- **MBSImP hours:**
 - Up to 15 hours of adult swallowing assessment under MBSImP is allowed
 - Only hours with 80% reliability may be counted

CALIPSO CLOCK HOUR ENTRY

Click “save” at the bottom and wait for the next page to load before entering your clock hours in the table. Remember to divide your minutes across all appropriate areas.

TREATMENT					
	Young child HH:MM	Child HH:MM	Adult HH:MM	Older adult HH:MM	Total
Articulation/Speech Sound Production	[][]	[][] 20	[][]	[][]	0:20
Fluency and fluency disorders	[][]	[][]	[][]	[][]	
Voice and resonance	[][]	[][]	[][]	[][]	
Expressive/Receptive language	[][]	[][] 10	[][]	[][]	0:10
Hearing	[][]	[][]	[][]	[][]	
Swallowing/Feeding	[][]	[][]	[][]	[][]	
Cognitive aspects of communication	[][]	[][]	[][]	[][]	
Social aspects of communication	[][]	[][]	[][]	[][]	
Augmentative and alternative communication modalities	[][]	[][]	[][]	[][]	
Total TREATMENT Hours	0:30				
Total (non-Observation)					
		0:30			0:30
<input type="button" value="Re-calculate"/>					
* = Required					

Comments or additional information:

1/21
 7:30-8:00-child 15m
 artic, 15m language
 8-8:30- young child
 15m artic, 15m

Clockhours are entered daily but submitted weekly to your supervisor. Entering and submitting clock hours is a 2-step process.

- Enter the contact minutes under age and areas addressed in therapy for the date listed.
 - Group minutes are divided between clients and never exceed the total group time.
 - Minutes are never rounded.
- Enter client specific information for each client that day
 - Using the “Comments and Additional Information” textbox at the bottom of the screen, enter the date, time, age, and minutes for each area focused on.
 - Example: “1/21/22, 8:00-8:30 – young child, 15m artic, 10m lang”
- SimuCase entries
 - List client name and age in the “Comments and Additional Information” textbox.
 - Enter minutes allowed by instructor, not actual time spent.
- Master Clinician entries
 - List client name and age in the “Comments and Additional Information” textbox.
 - Enter minutes from your MCN Guided Observation Hours certificate for that client.
- Click the “save” button at the bottom when done.

CALIPSO CLOCK HOUR ENTRY

To add another entry:

- Click “New clockhour with this header.”
- This will give you a blank clock hour log for your next entry.
- Enter the new information in the notes in the “comments or additional information,” text box at the bottom of the page.
- Note: DOUBLE CHECK THE DATE – sometimes it will change.
- Click the “save” button at the bottom when done.

To add clock hours for a *different* supervisor, clinical setting, or semester:

- Repeat above steps to enter additional clock hours gained under a different supervisor, clinical setting, or semester.

To add additional clock hours to the *same* record:

- Click on the “Daily clockhours” link located within the blue stripe.
- Select the record you wish to view (posted by supervisor, semester, course, and setting) from the drop-down menu and click “Show.”
- Click the “Copy” button located next to the date of a previous entry.
- Record the new clock hours (changing the date if necessary) and click “save” located at the bottom of the screen.

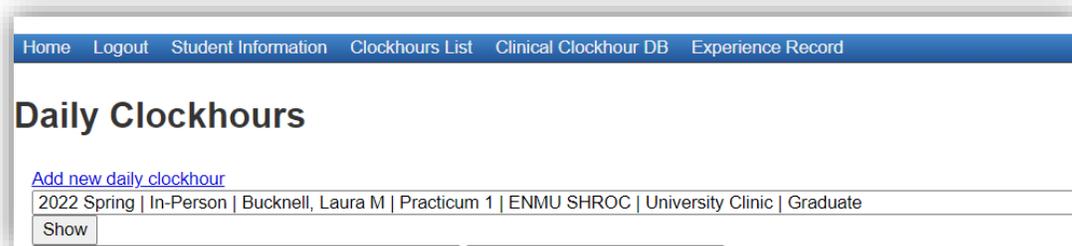
To edit a clock hour that has not yet been submitted:

- Click on the “Daily clockhours” link located within the blue stripe
- Select the record you wish to view from the drop-down menu and click “show”
- Click on the entry’s date link located next to the copy button that you wish to edit
- Make any changes necessary to the entry and click “save” located at the bottom of the screen.

*Clock hours are now entered but not yet submitted for approval.

Submitting Clock Hours for Supervisor Approval

- Click on Clockhours from the home screen.
- Click on the “Daily Clockhours” link located within the blue stripe.
- Select the record you wish to view (posted by supervisor, semester, and course) from the drop-down menu and click “Show.”



CALIPSO CLOCK HOUR ENTRY

The next step is to select the dates to submit to your supervisor for approval.

[Add new daily clockhour](#)

2022 Spring | In-Person | Bucknell, Laura M | Practicum 1 | ENMU SHROC | University Clinic | Graduate

Show

Submit selected clockhours for Supervisor approval Suppress selected clockhours

03/17/2022 Copy 03/17/2022 Copy

	Young child	Child	Adult	Other adult	Total	Y	A	T	Y	A	T
GUIDED OBSERVATION - Evaluation											
Speech (articulation, fluency, voice, swallowing, communication modalities)											
Language (expressive/receptive language, cognitive aspects, social aspects)											
Hearing											
GUIDED OBSERVATION - Treatment											
Speech (articulation, fluency, voice, swallowing, communication modalities)											
Language (expressive/receptive language, cognitive aspects, social aspects)											
Hearing											
EVALUATION											
Articulation/Speech Sound Production											
Fluency and fluency disorders											
Voice and resonance											
Expressive/Receptive language											
Hearing											
Swallowing/Feeding											
Cognitive aspects of communication											
Social aspects of communication											
Augmentative and alternative communication modalities											
TREATMENT											
Articulation/Speech Sound Production		0:30			0:30	0:20		0:20	0:10		0:10
Fluency and fluency disorders											
Voice and resonance											
Expressive/Receptive language		0:30			0:30	0:10		0:10	0:20		0:20
Hearing											
Swallowing/Feeding											
Cognitive aspects of communication											
Social aspects of communication											
Augmentative and alternative communication modalities											
Totals:		1:00			1:00						

Select the dates to submit to your supervisor for approval.

- Check the box located beside the entry date for all dates you wish to submit for approval then click “Submit selected clockhours for supervisor approval.”
- Clock hours logged for the dates selected will be consolidated into one record for supervisor approval.
- The designated supervisor will receive an automatically generated e-mail requesting approval of the clock hour record.
- To reduce emails for every entry to your supervisor, submit all entries to your supervisor in one batch at the end of the day or by the end of every week.
- If your supervisor requests that hours are submitted less frequently than once a week, you must request approval from the Clinical Director, Ms. Bucknell.

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After submitting the clock hours, click on the Clock hours List in the blue stripe to show if your submissions have been approved.

Home Logout Student Information Clinical Clockhour DB Experience Record Daily Clockhours

Clockhours List

[View experience record for Ashenfeller, Christina](#)

Name	UG/G	Supervisor	Course	Semester	Facility	Setting	Mode of Delivery	Hours	Appr	Date(s) of Service	Submitted	Approved		
Ashenfeller, Christina	G	Sherman, Erin L	Practicum 2	2022 Spring	Roosevelt General Hospital	Hospital - OP	Telepractice	1.40		[?]	Mar 10 2022 10:29PM		View/Edit	Un-submit
Ashenfeller, Christina	G	Swift, Suzanne House	Oral Motor Disorders - CDIS 540	2021 Fall	Master Clinician Network	Private Practice	In-Person		Y	[?]	Dec 17 2021 03:42PM	Dec 26 2021 04:20PM	View/Edit	
Ashenfeller, Christina	G	Swift, Suzanne House	Oral Motor Disorders - CDIS 540	2021 Fall	SimuCase	Clinical Simulation	Clinical Simulation	3:30	Y	[?]	Dec 17 2021 01:51PM	Dec 26 2021 04:30PM	View/Edit	

Delete/unsubmit clockhours here BEFORE they are submitted. You can also edit from this screen.

Editing Clock Hours

- Corrections can be made to an entry after submitting if your supervisor has not yet approved them.
- Use the un-submit button to delete the hours from your clock hours list.
- Your supervisor can also make corrections to your clock hours BEFORE they are approved.

Correcting Clock Hours already approved

- Let your supervisor know you will be resubmitting corrected hours.
- Email Kristina.Dunsworth@enmu.edu with the date and time of each submission that needs to be corrected so she can unsubmit those hours.
- Make the corrections and resubmit to your supervisor for approval.

If you have questions regarding Calipso entry, please contact Mrs. Dunsworth for assistance at Kristina.Dunsworth@enmu.edu.

For guidelines on the number of clock hours needed in each area, please refer to *Student Guidelines: Range of Required Practicum Hours for Entry Level Competence Development*.