OUTLOOK CALENDAR EXAMPLE AND EXPECTATIONS

The State uses your calendar in Fidelity Reviews to determine Percent of Time in Community. Everything you do each day can be listed on the calendar (appointments, cancellations, travel time, team meetings, paperwork, phone calls, emails, DVR reports, case notes, etc.). This will help you out in your daily work life, but also during a Fidelity Review!

- Appointment name should include consumer's INITIALS (not full name due to confidentiality)
- Appointment name should include general description of the purpose of meeting (Career Profile, DVR meeting, Benefit's Analysis, Job Development, Interview Prep, etc.)
- Appointment location should include address or location that this is taking place. If you're picking someone up and going job development, location can be COMMUNITY.
- Timeframe should be ACCURATE. If appointment goes longer/shorter than initially expected, then make sure to go back and edit it in Outlook.
- Add "travel/drive" time as separate appointments – this counts as Community Time and may increase your percentage.
- Indicate cancellations—don't just remove from your calendar.
- Add appointments for times that you're not with consumers but working. Adding appointment for case notes, DVR billing, calling people (then list who you called), emails (list who you emailed), etc. Include location of where you're doing that in the appointment as well.
- Consider color-coding your calendar using "Categories" feature. Examples:
    - Community
    - Office
    - Travel
    - Treatment Team Agency's
    - Your agency Meetings/ Trainings
    - Job Development/ Employer Contact(s)
    - Cancellations
    - Paperwork
    - Out of the Office/ Time off
    - Case note has been entered

Calendar example: