

Instructions: The Organizational Chart will be in 2 Parts:

1. **Organization chart:** Please create an org chart to highlight the relationships between all medical and behavioral health providers serving children (including managers up to the CEO);
2. **Administrative Assessment:** In the online system, in the “Clinic Physical Space and Organizational Chart”, for “The Clinic” you are focusing on for this project, you can enter detailed information about each provider’s initials, degree, FTE’s working clinically with children, and location of his/her office desk (which may or may not be where he/she sees patients).

How to make an Organization Chart in Microsoft Word:

1. Go to the “Insert” menu at the top and click “SmartArt”
2. Click “Hierarchy” and “Organizational Chart” options
3. To add a level below, right click on the level (e.g. “Chief Medical Officer”), select “Add Shape”, and “Add Shape Below”
4. Can also Add Shapes above, before or after; or remove shapes by selecting the shape and pressing the delete key

Example Organizational Charts:



