



# Center for Social Change, Inc.

## Weekly Program Documentation Check List Residential Program Coordinators

House Address: \_\_\_\_\_  
Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Coordinator		Director	
	Receipts (with cash flow sheet) Bound together separate in folder	Due Every Monday /Tuesday by 2pm	
	<b>Incident Reports</b>	<b>Due Everyday (within 24 hr., of incident) NO LATER THAN 11AM</b>	
	<b>Exception Reports</b>	<b>Due Everyday by 1pm*</b>	
	Individual Fund Requests	Due Every Monday/Tuesday by 02:00 PM	
	Weekly ALU Check List	Due Every Monday/Tuesday by 02:00 PM	
	Daily Change of Shift	Due Every Monday/Tuesday by 02:00 PM	
	House Meeting Notes	Due Every Monday/Tuesday by 02:00 PM	
	Activity Logs	Due Every Monday/Tuesday by 02:00 PM	
	Grocery List (have it ready to be picked up from the home)	Due Every Tuesday by 11:30 AM (leave at home)	
	<b>Completed medical appointments paperwork</b>	<b>Due Everyday (within 24 hrs., of appointment)</b>	
	Supply Request	Due Every Monday/Tuesday by 02:00 PM	
	Mileage Logs	Due Every Monday/Tuesday by 02:00 PM	
	Day program data collection logs	Due Every Monday/Tuesday by 02:00 PM	
		<b>* Due by 11:30am on pay week Monday</b>	
<b>Coordinator Signature:</b>		<b>Date:</b>	