



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	
	Incident Reports	Due Everyday (within 24 hr., of incident) NO LATER THAN 11AM	
	Exception Reports	Due Everyday by 1pm*	
	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)	
	Completed medical appointments paperwork	Due Everyday (within 24 hrs., of appointment)	
	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	
	Weekly Staffing Schedule	Due Every Monday/Tuesday by 02:00 PM	
		* Due by 11:30am on pay week Monday	
Coordinator Signature:		Date:	