

# THE HARFORD CENTER

Procedure Title: Procedure for Individual Documentation Review of Goals & Behavior Data Sheets at Earlton Rd. Location

Department: Program

Updated: November 8, 2017

Purpose: To insure individual goals are being documented, implemented and recorded according to the standards agreed upon at the Individual Planning meeting.

1. All staff will sign out their caseload's folders at the beginning of the day. They will be located in your supervisor's office.
2. All data sheets for each individual will be documented daily.
3. All folders will be signed back in at the end of the day.
4. Failure to comply with the above, and document data in a timely and accurate way will lead to disciplinary action.

By signing below I acknowledge that I have read and understand the Procedure for Individual Documentation Review of Goal & Behavior Data Sheets.

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

Printed Name of Staff: \_\_\_\_\_