

A decorative graphic on the right side of the page features three overlapping blue circles of varying sizes, arranged vertically. Two thin blue lines intersect at the top right, forming a large 'V' shape that frames the circles. The circles have a gradient effect, with the innermost being the darkest blue and the outermost being the lightest blue.

carelogic by Qualifacts **How to Complete
documentation for a Daily log**


Updated: 12/7/16

How to Complete Documentation for the "Daily Log"

Step 1: Once you are informed that a daily log has been scheduled and kept go into the Member's Schedule.

Client Search Results								
ECR	Episodes	Schedule	Info	Client Name	Birth Date	SSN	ID Numbers	Status
				Goode, Harold (Rob) (107605) 2/7/1981	2/7/1981	000-00-0881		Active

Step 2: Look for the (Daily Log Res Activity) for the day and SELECT "NO-ADD"

Schedule for Goode, Harold (Rob) (107605) 2/7/1981 - 9/14/2016						
Begin	End	Staff	Activity	Status	SvcDoc	
10:30 AM	10:31 AM	Staff, Name	Daily Log Residential (DAILYLOG)	Kept	No - Add	

Step 3: BY THE END OF THE SHIFT EVERYONE NEEDS TO GO IN AND COMPLETE DOCUMENTATION. Complete required fields

Daily Log with Goals Addressed

- ▶ DAILY LOG Final
- Goals Addressed
- GOAL Documentation
- Signatures

Document List

Session Information

Client:	Member, Member (0000)
Staff:	
Service Date/Time:	9/14/2016 09:01 AM - 09:02 AM
Client Program:	DD Residential (DDRES)
	Edit Session Information
Activity:	Daily Log Residential (DAILYLOG)
Organization:	Cristiani
Service Location:	12 - Home

DAILY LOG Final

Date:

Shift Start Time: AM PM

Shift End Time: AM PM

What is the person wearing today?

Max: 1000 characters.

Activity Level Upon Arrival (Check all that apply):

<input type="checkbox"/> At Work/School/ Day Program	<input type="checkbox"/> N/A	<input type="checkbox"/> Sleeping in Bed
<input type="checkbox"/> Awake in Bedroom	<input type="checkbox"/> On Vacation/ Home Visit	<input type="checkbox"/> Sleeping on Sofa
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Other	<input type="checkbox"/> Smoking Cigarettes
<input type="checkbox"/> Hospital	<input type="checkbox"/> Preparing for Work/School/Day Program	<input type="checkbox"/> Using Telephone
<input type="checkbox"/> Incarcerated	<input type="checkbox"/> Preparing/ Eating meals	<input type="checkbox"/> Watching Television

Focus Area During Shift (Check all that apply):

<input type="checkbox"/> Adult Continued Education	<input type="checkbox"/> IHP Goals & Objectives	<input type="checkbox"/> Therapy
<input type="checkbox"/> Apartment Cleaning/	<input type="checkbox"/> Medical Appt	<input type="checkbox"/> Transportation

How to Complete Documentation for the "Daily Log" (Cont.)

Daily Log with Goals Addressed

▶ DAILY LOG Final ←

Goals Addressed

GOAL Documentation

Signatures

Document List

▼

Date: 09/14/2016 📅

Shift Start Time: 09:01 AM PM

Shift End Time: 09:02 AM PM

What is the person wearing today?

Blue CAU T-shirt, Blue Jeans, CAU Cap, as well as her glasses.

Max: 1000 characters.

Activity Level Upon Arrival (Check all that apply):

<input checked="" type="checkbox"/> At Work/School/ Day Program	<input type="checkbox"/> N/A	<input type="checkbox"/> Sleeping in Bed
<input type="checkbox"/> Awake in Bedroom	<input type="checkbox"/> On Vacation/ Home Visit	<input type="checkbox"/> Sleeping on Sofa
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Other	<input type="checkbox"/> Smoking Cigarettes
<input type="checkbox"/> Hospital	<input type="checkbox"/> Preparing for Work/School/Day Program	<input type="checkbox"/> Using Telephone
<input type="checkbox"/> Incarcerated	<input type="checkbox"/> Preparing/ Eating meals	<input type="checkbox"/> Watching Television

Focus Area During Shift (Check all that apply):

<input checked="" type="checkbox"/> Adult Continued Education	<input type="checkbox"/> IHP Goals & Objectives	<input type="checkbox"/> Therapy
<input type="checkbox"/> Apartment Cleaning/ Maintenance	<input type="checkbox"/> Medical Appt	<input type="checkbox"/> Transportation
<input type="checkbox"/> Financial Counseling	<input type="checkbox"/> N/A	<input type="checkbox"/> Visitors
<input type="checkbox"/> Food Shopping	<input type="checkbox"/> Other	

Community Inclusion (Check all that apply):

<input type="checkbox"/> Advocacy Event	<input type="checkbox"/> Day Program	<input type="checkbox"/> School
<input type="checkbox"/> CAU Rec Event	<input checked="" type="checkbox"/> Grocery Shopping	<input type="checkbox"/> Shopping Center
<input type="checkbox"/> Church	<input type="checkbox"/> N/A	<input type="checkbox"/> Street Fair
<input type="checkbox"/> Community Inclusion	<input type="checkbox"/> Other	<input type="checkbox"/> Volunteer/ Community Service
<input type="checkbox"/> Contact/Visits (Family, Friends or Associates)	<input type="checkbox"/> Refused to participate	<input type="checkbox"/> Work

Doctor Appointment/ Health Issues?

Yes No

Was medication administered? N/A Self-Medicating Yes

Step 4: Click "Submit"

🗑️

Show Menu ▼

➡

Submit

Reset

Return to List

How to Complete Documentation for the "Daily Log" (Cont.)

Goals Addressed

IF A MEMBER HAS EMPLOYMENT SERVICES AND OR DAY PROGRAM:

A. SELECT "TREATMENT PLAN"

Daily Log with Goals Addressed
Simms, Dianna (408036)
3/21/1991

- DAILY LOG Final
- ▶ Goals Addressed
- GOAL Documentation
- Signatures

Select Treatment Plan:

Treatment Plan

Goal(s) Addressed:

Max: 4000 characters.

Goal(s) Addressed

Treatment Plan for Employment and Day Services

B. Click "Submit"

Show Menu ▼

Submit

Reset

Return to List

STEP 5. SELECT the Goal(s), Objective(s), and Interventions that were worked on for the day.

Goal(s) Addressed

Treatment Plan

	Problem	Residential
<input type="checkbox"/>	Goal	GOAL A - Joanne will enhance her physical well-being by choosing an outfit. "Yea."
<input type="checkbox"/>	Objective	OBJECTIVE 1 - Daily, Joanne will choose an outfit with physical assistance from staff daily for twelve (12) months.
<input type="checkbox"/>	Intervention	a - Joanne will check her closet for appropriate clothes
<input type="checkbox"/>	Intervention	b - Joanne will choose clean socks
<input type="checkbox"/>	Intervention	c - Joanne will choose clean underwear
<input type="checkbox"/>	Intervention	d - Joanne will choose a clean blouse / shirt
<input type="checkbox"/>	Intervention	e - Joanne will choose a clean pair of pants / shorts
<input type="checkbox"/>	Intervention	f - Staff will ensure that clothing is weather appropriate for the day
<input type="checkbox"/>	Intervention	g -Staff will assist Joanne will putting the rest of the clothing back in the closet after choosing an outfit to wear
<input type="checkbox"/>	Goal	GOAL B - Joanne will enhance her self-worth by practicing counting. "Yea."
<input type="checkbox"/>	Objective	OBJECTIVE 1 - Five (5) times weekly, Joanne will practice counting up to ten (10) with one (1) gestural prompt from staff for twelve (12) months.
<input type="checkbox"/>	Intervention	a -Staff will sit with Joanne in a quiet area free from distractions.
<input type="checkbox"/>	Intervention	b -Staff will present Joanne with the items she is to count
<input type="checkbox"/>	Intervention	c - Staff will ask Joanne to count each item aloud
<input type="checkbox"/>	Intervention	d - Joanne will count each item, reciting the correct number in sequence.
<input checked="" type="checkbox"/>	Goal	GOAL C Joanne will facilitate connections and relationships by attending recreational activities. maximize independence by learning how to read. "Hi Tyra."
<input checked="" type="checkbox"/>	Objective	OBJECTIVE 1 -Joanne will attend two (2) recreational activities a month, of her choice, with staff assistance and two (2) verbal prompts for twelve (12) months.
<input type="checkbox"/>	Intervention	a - Staff will provide Joanne with a list/calendar of recreation activities
<input type="checkbox"/>	Intervention	b - Staff will read and discuss recreation events with Joanne

How to Complete Documentation for the “Daily Log” (Cont.)

Goals Addressed (cont).


<input type="checkbox"/>	Intervention	c - Joanne will select a recreation event of her choice
<input type="checkbox"/>	Intervention	d - Staff will assist Joanne with signing up for the recreation event of her choice
<input type="checkbox"/>	Intervention	e - Staff will assist Joanne with attending event
<input checked="" type="checkbox"/>	Intervention	f - Staff will provide prompting as necessary for Joanne to complete each step of the task analysis. Prompting will fade as Joanne's independence increases
<input type="checkbox"/>	Intervention	g - Staff will record the prompt level required for Joanne to complete each step of the task analysis on the tracking sheet.

Goal(s) Addressed:

Max: 4000 characters.

Step 6: Click “Submit”

Show Menu ▼




Step 7: SELECT

1. From the Goal that pertains to the actual goal selected previously and worked on for the day and choose the “PROMPT LEVEL” from the drop down menu.
2. Input the “Minutes spent on Goal”
3. Input “Today’s Status/Comments”

PLEASE BE SURE TO DO THIS FOR EACH GOAL SELECTED.

Step 8: Click “Submit”

Show Menu ▼



How to Complete Documentation for the “Daily Log” (Cont.)

Goals Addressed (cont).

Step 9: TYPE your Electronic Signature and type in “NEXT STAFF TO SIGN” by selecting correct Staff/Supervisor from Drop down Menu”

DAILY LOG
Test, QSI (2416) 6/26/1990

DAILY LOG Final
▸ Signatures

Document List
▼

Electronic Signatures

Electronic Signature: [.....]

Next Staff to Sign: [] [▼]

Signature History

Action	Date	Staff
No records found		

Step 10: Click “Submit”

Client Search Show Menu ▼

Submit Reset Return to List