



How to complete the “Member Check Log”

Updated as of 5/23/2022

Member Check Log

To begin completing the **Member Check Log**, please locate it on the organization's staff schedule. It will be scheduled based off the frequency need for the member (i.e. every hour). Click the status **None** button, and status the activity as "Kept".

Once "Kept" is selected, click "[Submit and Continue to Document](#)" on the upper right hand side of the screen to open the document.

Once the document is open, it will appear as the image below:

Member Check Logs

CHECKS MUST BE COMPLETED AT SCHEDULED TIMES REQUIRED .

Date:	
Frequency scheduled to check on member:	Select Frequency scheduled to check on member: ▾
Check Time:	☐ AM ☐ PM
Awake/Asleep:	Select Awake/Asleep ▾
Comments/Observations:	Max: 4000 characters.

Please enter the date, frequency, the time of the check, and whether the member is **Awake** or **Asleep**.

The frequency scheduled to check on member dropdown appears as below:

Frequency scheduled to check on member:	Select Frequency scheduled to check on member: ▾
Check Time:	Select Frequency scheduled to check on member:
Awake/Asleep:	Every 15 Minutes
Comments/Observations:	Every 30 Minutes
	Every Hour
	Once per shift

For Awake/Asleep, if "Asleep" is selected then the following will appear:

Member Check Logs

CHECKS MUST BE COMPLETED AT SCHEDULED TIMES REQUIRED .

Date:	05/23/2022
Frequency scheduled to check on member:	Every Hour ▾
Check Time:	12:00 ☒ AM ☐ PM
Awake/Asleep:	Asleep ▾
If asleep, what position was the member in?	☒ Left side ☐ Right side ☐ Stomach ☐ Other (please describe) ☐ Sleeping on back
Comments/Observations:	Max: 4000 characters.

If **“Other (please describe)”** is selected then the **“Other position”** box is displayed and required.

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CHECKS MUST BE COMPLETED AT SCHEDULED TIMES REQUIRED .

Date:	05/23/2022
Frequency scheduled to check on member:	Every Hour
Check Time:	12:00 ☒ AM ☐ PM
Awake/Asleep:	Asleep
If asleep, what position was the member in?	☐ Left side ☐ Right side ☐ Stomach ☒ Other (please describe) ☐ Sleeping on back
Other position:	
Comments/Observations:	Max: 4000 characters.

For Awake/Asleep, if **“Awake”** is selected then the following will appear:

Member Check Logs

CHECKS MUST BE COMPLETED AT SCHEDULED TIMES REQUIRED .

Date:	05/23/2022
Frequency scheduled to check on member:	Every Hour
Check Time:	03:00 ☐ AM ☒ PM
Awake/Asleep:	Awake
If awake, what room was the member in?	Select If awake, what room was the member in?
Comments/Observations:	Max: 4000 characters.

Select If awake, what room was the member in?
Bedroom
Dining Room
Kitchen
Living Room
Other

If

If **“Other”** is selected then the **“Please indicate where the member was”** box is displayed and required.

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Date:	05/23/2022
Frequency scheduled to check on member:	Every Hour
Check Time:	03:00 ☐ AM ☒ PM
Awake/Asleep:	Awake
If awake, what room was the member in?	Other
Please indicate where the member was:	Max: 1000 characters.
Comments/Observations:	Max: 4000 characters.

Once completed, sign the document.