

POLICY AND PROCEDURE CONCERNING DAILY/WEEKLY ROUTINE DOCUMENTATION

I. PURPOSE

This policy and procedure is implemented in order to assure compliance with Regulations: Title 175 Chap. 3 005.06D4.

II. AUTHORITY

This procedure has been implemented with the approval of the Governing Board and/or its designee.

III. PROCEDURAL DIRECTIVE

Staff will write a summary of typical daily or weekly activities in which each individual is involved. These activities may include routine jobs, routine organizational involvement, volunteer involvement, leisure time at home, group and individual activities, etc.

The summary will be updated as warranted. The summary is a reference and not intended to be adhered to as a strict guide.

6/83
Revised 12/97
Revised 7/98
9/05