

Manual of Administration

TOPIC: Support Services	SUBJECT: ESS/CLS Log Sheets	Code: SS042
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To clarify the procedure to be followed for completing and filing CLS/ESS log sheets.

PROCEDURE:

1. CLS/ESS log sheets are to be completed weekly by support workers for each person they support in the community and at their place of employment.

When there is replacement coverage for the regular support worker, the worker providing support will complete a log sheet.

2. CLS/ESS log sheets are to be completed with detailed information with a focus on progress of goals in all the appropriate sections of the form.
3. Completed log sheets will be submitted to the Manager for review at the end of each calendar month.
4. The Manager will submit the completed log sheets to the General Manager and or Director of support services for review.
5. The General Manager/Director of support services will return the log sheets to the support worker who will file the log sheet under the individual's name in the CLS or ESS binders as appropriate.
6. The support worker will be responsible for shredding outdated log sheets from the binders after a summary has been written for the personal planning meeting.