

Manual of Administration

TOPIC: Support Services	SUBJECT: N.E.I.G.H.B.O.U.R.S. Log Sheets	Code: SS044
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		Page 1 of 1

DEFINITION: NEIGHBOURS log sheets are a detailed account of the support an individual receives during specified time frames.

PROCEDURE:

1. Log sheets are to be completed by each support workers every shift.
2. All sections are to be completed in black or blue ink, in a detailed, dignified and professional manner.
3. Any errors are to be corrected by drawing a single line through the error and then initialing by the support worker.
4. Log sheets should include information either in checklist or written sentence form for the following subject areas:
 - a) Personal care and hygiene
 - b) Household responsibilities
 - c) Medical information (appointments, medications)
 - d) Mood, disposition
 - e) Unusual events
 - f) Community involvement / participation
 - g) Personal goals and outcomes for the individual identified in the persons support plan
 - h) Nutrition logs (may be on a separate form)
 - i) Reference / Special notes – other documentation completed during shift
 - j) Written comments / notes to co-workers pertinent only to the individual(s) receiving support (if applicable) for the purpose of information sharing.
5. NEIGHBOURS log sheets are to be brought into the office monthly and given to the appropriate manager.