Program Log Book

**Purpose:** The intent of the following policy is to ensure that daily program occurrences are captured in a permanent, bound book. The policy is intended to outline types of entries as well as to provide guidelines for documentation.

**Policy:** Each residential program shall maintain a permanent, bound Program Log Book to record daily events in the program. The following Program Log Book guidelines shall be followed:

1. All entries should be brief and legibly written in ink and include:
2. Date and time of the incident, event or activity
3. A brief statement providing pertinent information
4. The name of the person making the entry with the date, time of entry signature and title
5. All recording errors should be struck through with a single line and “void” written by the error. The staff person must provide a full signature, credential/ title and date the correction. The use of whiteout is prohibited.
6. Program Log Book entries, which could impact the safety and security of the program, should be recorded in the appropriate section.
7. Program Log Books are to be retained for a period of three years.

**Procedure and/or Process:**

It is the responsibility of the shift leader to ensure that appropriate documentation occurs on each shift. The Program Log Book shall document:

1. all incidents when youth leave and return to the general population
2. all incidents when physical intervention is used
3. intakes and dispositions on each shift
4. that the security of the building has been checked
5. the current population and that all participants have been accounted for
6. any current deficiencies in the program
7. the staff on duty on each shift
8. a review of the Program Log by the incoming shift leader and staff of the previous 2 shifts in order to be familiar with the activity on prior shifts and be aware of any unusual occurrences or problems where documentation of the review is substantiated by a signature, title and date and the dates reviewed.
9. At the beginning of each shift, oncoming Supervisor and Residential Counselor reviews all the shifts since their last log entry to become aware of any unusual occurrences, problem, etc. and makes a signed and dated entry into the logbook indicating the dates of review.
10. weekly review by the Regional Director or Supervisor where a chronological note is made with an accompanying full signature, credential/ title and date as to any corrections, recommendations and follow up required.
11. any other pertinent information (i.e. scheduled contacts, visits, meetings)