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. Names of youth and staff involved
4. A brief statement providing pertinent information
5. The name of the person making the entry with the date, time of entry, signature, and title
6. 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 and time for the correction. The use of whiteout is prohibited.
7. Program Log Book entries, which could impact the safety and security of the program, should be recorded in the appropriate section and highlighted.
8. Program Log Books are to be retained for a period of seven years.

**Procedure and/or Process:**

The logbook is the permanent record of the life of the program. It is the responsibility of the shift leader to ensure that appropriate documentation occurs on each shift. The logbook shall contain observations on general atmosphere of the milieu and notable behaviors of youth and staff. The Program Log Book shall document:

1. emergency situations
2. incidents and scheduled events
3. drills
4. medication administration
5. when a youth is placed on and off a specified form of supervision
6. special instructions for supervision and monitoring of youth
7. youth group movements (e.g. group, homework, meals, recreation)
8. head counts at the beginning, middle, and end of each shift and any other head counts conducted during a shift
9. transports away from the facility, including the names of staff and youth involved and the destination
10. searches, security checks, and over-night bed checks conducted by direct care staff
11. supervisory review of video surveillance
12. requests by any person to access any youth and their relation to the youth
13. admissions and discharges, including the name, date, and time of anticipated arrival or departure
14. information relating to absconds or attempted abscond incidents, and runaways for non- court ordered youth
15. weather warnings (e.g. heat advisories, storm warnings)
16. grievance boxes are checked by management or designated supervisor at least daily and document in the program logbook
17. all incidents when youth leave and return to the general population
18. all incidents when physical intervention is used
19. intakes and dispositions on each shift
20. that the security of the building has been checked
21. any current deficiencies in the program
22. the staff on duty on each shift
23. a review of the Program Log by the incoming shift leader and staff of the previous 3 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.
24. 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, problems, etc. and makes a signed and dated entry into the logbook indicating the dates of review
25. 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.
26. any other pertinent information (i.e. scheduled contacts, visits, meetings)

**User Protocol**

**Entries:** No staff member is permitted/allowed to make a logbook entry or sign the name of another staff member. All logbook entries must be made under the staff member making the entry.

**Sign-In and Sign-Out:** It is prohibited for a staff member to sign in or sign out in the logbook for another staff member.

**Task Completion:** It is prohibited for a staff member to conform competing a task in the logbook under another staff member’s name.