

Visited Program Log by the Program Director

Program Director _____ Month Of _____

Program Visited: _____ Program Manager: _____

Date of Review: _____ Date of Last Staff Meeting: _____

Comments: _____

Program Visited: _____ Program Manager: _____

Date of Review: _____ Date of Last Staff Meeting: _____

Comments: _____

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Date of Review: _____ Date of Last Staff Meeting: _____

Comments: _____

Program Director's Last Staff Meeting with the Program Managers: _____

* Attach the staff meeting agenda to this form and turn into the SPD at the end of each month.

It is expected that the Program Director visit at least two programs and month. During the visit, the Director should be reviewing the Program Binder, Communication/Training Binder, Van Binder, the overall condition of the home, storage of medications and flags in Quick Mar.