Daybreak

Serving teens and families
troubled by alcohol and other drug use

Counselor Name:

Date: 12/3/08

SERVICE ACTIVITY LOG

Types of Service

IND=IIndividual GRP=Group
CJT= Family w/ Client OR=Outreach
FAM=Family without Client CM=Case Managment
ASSESS=Assessment GC=Group Care

All Sessions Coded in 15 Minute Intervals

How many hours was counselor
conducting group today?

Each page = One Day   Each Record = One month of Service = up to 33 pages
Go to a New Record for a new MONTH   Press F1 while on any field on Page 1 for Help

Client Name	Starting Time of Service/ Session	Type of Service	Length of IND/FAM Attended	Length of GROUP Attended	Length of MISSED IND/FAM	Length of MISSED GROUP	CDDA/ DrgCrt ? "X"	O/R Length	Comments

| Running Total **Direct Service Hours** 0.0 | | 0.0 Ind/Fam Total | 0.0 Group Total | 0.0 Ind/Fam Missed | 0.0 Group Missed | | 0.0 O/R Total | Running Total **All Service Hours** 0.0 |

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5 Day Data

5

| Direct Service | → | Billable Hours | → | Every **1 hour** of Direct Svc produced: _____ hours of **Billable Services** |

Goal: 1 hour of Direct Service = >3 hours Billable Services

| Total **IND/FAM** Hours Billed | → | **IND/FAM** Hours per Day **0.0** | → | Ind/Fam **No Show** Rate: |

Revenue @ $55 per hour: **$0.00**

Goal = <15%

| Total **Group** Hours Billed | → | **Average Clients per Group** | → | **Group No Show** Rate |

Revenue @ $20 per hour: **$0.00**

Goal = <15%