

Career Specialist SHEET	CHEAT	DATES REPORTING NEEDED							
		Daily	Weekly	Monthly	Quarterly	Semi-Annual	Annually	At Intake	As Needed
Consumer Visits			✓						
Daily Activity Logs/Address Goals		✓							
Consumer Work Schedule reported			✓	✓					
Update Goals on FMP						✓	✓	✓	✓
Review Monthly Accent				✓					
Health Log				✓					✓
ADA Report				✓					
Update Profile/Assessment				✓		✓	✓	✓	✓
Update Resume and Upload to FMP								✓	✓
Upload Photos for Caseload								✓	✓
Outcomes Measures				✓					
Annual Paperwork (Jan 1-15)							✓	✓	
Rights Survey							✓	✓	
Disclosure								✓	✓
UPDate MICP (MH)						✓	✓	✓	
ANSA Certification/Recertification *							✓		
Step Down Plan					✓			✓	
UPDate Consumer Information (FMP)								✓	✓
Update Jobs Tab (new, wages, location)									✓
Report Incidents*									✓
GVRA Reports				✓					
GVRA Meetings				✓					
MH Treatment Team Meetings				✓					
DD ISP Meetings							✓	✓	
Update Director		✓							

\*Or When Activity Occurs

Effective data reporting is required to all categories as events occur in the life of a person in services. If the information is not in the person's record "It did not occur".