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| --- | --- | --- |
| **Monthly Data Summary** | Name: | elf |
| *Outcomes* | Month: | August | Year: | 2018 |
|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  YES – The individual completed the task.NO – The individual did not complete the task when offered.N/A – The task was not offered to the individual. |
|   | \*Did Elf plan and prepare a meal today? (Must be offered weekly) | \*Did Elf exercise today? (Must be offered daily) | \*Did Elf participate in one new activity today? (Must be offered monthly) | \* Did Elf call his sponsor today? (Must be offered three times weekly) |  |  |   |
|   |
|   | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM | Staff Name |
| 1 | N/A | N/A | **Yes** | N/A | N/A | N/A | N/A | N/A |  |  |  |  |  |   |   |   |
| 2 | N/A | N/A | **Yes** | N/A | N/A | N/A | **Yes** | N/A |  |  |  |  |  |   |   |   |
| 3 | N/A | N/A | N/A | **No** | N/A | N/A | N/A | N/A |  |  |  |  |  |   |   |   |
| 4 | **Yes** | N/A | N/A | N/A | N/A | N/A | N/A | **Yes** |  |  |  |  |  |   |   |   |
| 5 | N/A | N/A | N/A | **Yes** | N/A | N/A | N/A | N/A |  |  |  |  |  |   |   |   |
| 6 | N/A | N/A | **Yes** | N/A | N/A | N/A | **Yes** | N/A |  |  |  |  |  |   |   |   |
| 7 | N/A | N/A | N/A | **Yes** | N/A | N/A | N/A | N/A |  |  |  |  |  |   |   |   |
| 8 | N/A | N/A | **Yes** | N/A | N/A | **Yes** | N/A | N/A |  |  |  |  |  |   |   |   |
| 9 | N/A | N/A | **Yes** | N/A | N/A | N/A | **Yes** | N/A |  |  |  |  |  |   |   |   |
| 10 | N/A | N/A | **Yes** | N/A | N/A | N/A | N/A | **Yes** |  |  |  |  |  |   |   |   |
| 11 | N/A | N/A | N/A | **Yes** | N/A | N/A | N/A | N/A |  |  |  |  |  |   |   |   |
| 12 | N/A | N/A | **Yes** | N/A | N/A | N/A | N/A | N/A |  |  |  |  |  |   |   |   |
| 13 | N/A | **No** | N/A | **Yes** | N/A | N/A | N/A | **Yes** |  |  |  |  |  |   |   |   |
| 14 | N/A | N/A | N/A | **Yes** | N/A | N/A | N/A | N/A |  |  |  |  |  |   |   |   |

Outcome Tracking (formerly known as Task Tracking) are the goals that residents and their team have identified as areas they would like to improve/develop over a 6 month period.

* Elf has a goal to plan and prepare a meal at least once weekly.
-Elf completed the task on the 4th of the month but refused to complete the task on the 13th. Elf prepared a meal 1 week out of 2 weeks. Elf was not successful in completing the goal during week 2.
* Elf has a goal to exercise daily.
- Elf was not offered exercise on the 4th, therefore it should not be counted against him. The total number of days offered equals 13.
-Elf refused to exercise on the 3rd of the month.
-Elf participated in exercise daily for 12 out of 13 days.
* Elf has a goal to participate in one new activity a month.
-Elf participated in a new activity on the 8th of the month.
-Elf participated in a new activity 1 time in 1 month.
* Elf has a goal to call his sponsor at least three times weekly.
-Elf called his sponsor on the 2nd, 4th, and 6th of the first week and on the 9th, 10th, and 13th of the second week.
-Elf called his sponsor three times a week for 2 out of 2 weeks.

**Monthly Symptoms and Outcomes Tracking:** Month/Year: \_04/2018\_\_

Individual: \_\_ELF\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Symptom: | # of Days Displayed | Out Of | # of Total Days |
| *Example: Isolation, defined by spending periods of time in his room for more than six hours, during the awake shift.* | *21 days* | / | *31 days* |
|  |  | / |  |
|  |  | / |  |
|  |  | / |  |
|  |  | / |  |
|  |  | / |  |
|  |  | / |  |
|  |
| Outcome: | # of Days, Weeks or Months Completed | Out Of | # of Days, Weeks, or Months Offered |
| *Example: Elf planned and prepared a meal once weekly.* | *3 weeks* | / | *4 weeks* |
|  |  | / |  |
|  |  | / |  |
|  |  | / |  |
|  |  | / |  |