|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| 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* |
|  |  | / |  |
|  |  | / |  |
|  |  | / |  |
|  |  | / |  |