CHECK LIST FOR: _____ YEAR: _____

Progress Notes	Complete	Bk Check
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

Financials	Month-End Balance	Bank Balance
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

Annual Documents	Date Due	Date Done
Individual Rights		
Fire Safety		
Medical History		
Assessment		
Room & Board		
FLP Contract		
Annual Physical		
Rent Rebate		
Support Plan Updates		

Quarterly's Completed On

Psychiatric Reviews

Blood-work, Date Due and Results

Medication Changes

Incidents	Date	Number