Community Inclusion Services – Activities Log

Agencies providing DDD-funded services are required to maintain an activities log for each person receiving Community Inclusion services. Agencies may use this log or create their own paper or electronic version of it, as long as all data elements below are included.

Individual Name: _____ DDD ID #: _____

Date	Start Time	End Time	# of Units	Location of Activities		
	Strategies Addressed Today*			Activities to Address Strategies*	Notes about Activities and Progress Toward Outcome(s)	
Date	Start Time	End Time	# of Units	Location of Activities		
	Strategies Addressed Today*			Activities to Address Strategies*	Notes about Activities and Progress Toward Outcome(s)	

*For Strategies Addressed, you may use # from Individualized Goals form
*For Activities to Address Strategies, you may use calendars or activity lists that reflect the day's activities)

Total # of Units: _____ Completed By: _____