

## **Peer Weekly Staffing Report**

The peers at Project Ark in St. Louis, MO, use the below peer weekly staffing report to document their contacts with clients on a weekly basis. The peers fill out the form during the week and turn the document in, together with any client chart notes, to their supervisor on Fridays. The supervisor uses this information to prepare for supervisory meetings with the peers and to track the number of minutes peers are in contact with clients, a requirement for the grant that funds the peer program. Using this tracking system, the staff was able to document that the program had met its goal for time peers spent with clients for the year.

# Peer Weekly Staffing Report

Peer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date	Client Name	New or Existing Client	Program Site	Phone Contact	Mail/Email	Educational Meeting	Intake	Support Group	Clinic Visit	Total Time In Minutes	Total Units (1 Unit = 15 min)
		N/E	<input type="checkbox"/> Washington University <input type="checkbox"/> New Hope Clinic <input type="checkbox"/> Other _____								
		N/E	<input type="checkbox"/> Washington University <input type="checkbox"/> New Hope Clinic <input type="checkbox"/> Other _____								
		N/E	<input type="checkbox"/> Washington University <input type="checkbox"/> New Hope Clinic <input type="checkbox"/> Other _____								
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		N/E	<input type="checkbox"/> Washington University <input type="checkbox"/> New Hope Clinic <input type="checkbox"/> Other _____								
		N/E	<input type="checkbox"/> Washington University <input type="checkbox"/> New Hope Clinic <input type="checkbox"/> Other _____								

Challenges of the Week: \_\_\_\_\_

Highlights of the Week: \_\_\_\_\_

Please photocopy your progress notes for this week and attach them to this report.  
 Please turn this report into Stacey by FRIDAY of each week. Thank you!!!