BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION

SUBMITTED BY: Heidi Vehko Bahr	**DATE SUBMITTED:** 06/06	**SECTION:** Human Resources	
BOARD APPROVED ON: 06/06	**DATE REVISED:** 03/16/16, 08/05/2026	**SUBJECT:** Service Hour Tracking	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 03/15/17, 03/20/19, 03/17/2021, 03/17/2023, 08/05/2026		**POLICY #:** ED-034	**PAGE #:** 1 of 2

I. APPLICATION

The following applies to the Community Based Supports Program operated by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to keep complete daily documentation and monitor authorized service provisions.

III. DEFINITIONS

Weekly Activity Notes: is a document that is filled out as each service or encounter occurs. It describes the goal and how the goal is achieved in an objective and concise manner. Weekly Activity Notes can also be used as a means of documenting a situation that is not an incident, yet needs to be followed up on, i.e., if an employee goes to an individual supported home and the individual supported is not home or the individual supported cancels service, a weekly activity note is a good way to document this. The document must include date, time of service (start and stop) as well as a descriptive narrative or check off (s) as appropriate. The document will be signed by the community based employee and parent/individual supported as appropriate.

Electronic time keeping record: employee identification number and passwords are given to employees during the orientation process. Time keeping record include authorized time worked, both direct and non-direct.

IV. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Program Supervisor	1. Obtains authorization for services.
Community Based Support Employee	2. Provides authorized service in accordance with individual supported person centered plan.
	3. Documents service provide on Weekly Activity Note and obtains verification as required by contract.

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IV. NOTIFICATION/PROCEDURE continued…

WHO	DOES WHAT
Team Coordinator	4. Completes Weekly Activity note and submits to program support community based services on Friday by 9:00 a.m. and the first working day of the next month.
	5. Biweekly, ensures electronic timesheet(s) is/are complete and submitted to program supervisor by 9:00 a.m., Friday prior to payroll week.
Program Supervisor	6. Reviews timesheets and approves based on existing organizational policies.
	7. Review and monitors hours of service provision based on hours authorized on weekly activity note.