

	Month 01				Month 02			
	20-Jan-09	20-Jan-09	22-Jan-09	22-Jan-09	17-Feb-09	17-Feb-09	19-Feb-09	19-Feb-09
	10:30am-12	630pm-8pm	1030am-12	630pm-8pm	10:30am-12	630pm-8pm	1030am-12	630pm-8pm
Staff Member Reading Report (and asking questions)								
Staff Member Reading Report (no questions)								
Staff member putting report in pocket/somewhere else without reading								
Staff member throwing report away without reading								
Staff member throwing report away after reading								
One staff member discussing report with another staff member								
Staff member reads and offers to put it in a team book/common area for others to see								
Report not given directly to an individual (handout person left in a common area, under a door, etc.)								

Other (*please specify)								
No Observation Recorded								
Total								
<i>Report not given because individual already seen it (copy in team room or from another staff member)</i>								
*Other:								
Notes								