

POLICY AND PROCEDURE	
Policy Title: Shift Notes	Program: Project Homekey, Live Oak Apartments
Approved by Name and Title: Megan Van Sant, Sr. Program Manager	Effective Date: March 1, 2022 Reviewed: January 2023

Purpose

The mission of Live Oak Apartments is to provide safe and permanent housing for households experiencing homelessness or who are at-risk of homelessness. This project strives to provide a runway to re-stabilization and independence through strong support services tailored to the needs of each resident household.

To support this mission Live Oak staff must maintain a binder of shift notes that keep a record of notable interactions and violations of Program/Lease agreements and the Code of Conduct.

Procedure

All staff must complete shift notes before the end of their shifts.

All staff must complete the notes before talking to other staff about the incident or situation.

Notes must follow guidance in the Shift Notes Guidelines.

Shift note binder must be kept in staff custody and not left in public areas.

Attachments

Shift log guidelines

Shift log form