PIONEER YOUTH & ADULT COMMUNITY SERVICES

3030 South Main Street #400 Salt Lake City Utah 84115 Phone: (801) 474-2500 Fax: (801) 474-9117

MONTHLY PAPERWORK COMPLIANCE CHECKLIST

PROCTOR PARENTS :	MONTH / YEAR :
CLIENT NAME:	

PAPERWORK ITEMS:	YES	NO	NOTES:
Proctor Time Sheet	☐	☐	
Monthly Training Completed	☐	☐	
Skills Development Summary (SDS)	☐	☐	
Target Behavior Summary	☐	☐	
Parental & Client Feedback Survey	☐	☐	
Clothing Reimbursement Form ($40.25)	☐	☐	
Medication Checklist	☐	☐	
Home Visitation Log	☐	☐	

HOME INSPECTION REMINDERS:	YES	NO	NOTES:
Fire Extinguisher	☐	☐	
Smoke Detectors	☐	☐	
Carbon Monoxide Detector	☐	☐	
First Aid Kit in Car & Home	☐	☐	
Medication Lock Box	☐	☐	
Evacuation Plan Posted	☐	☐	
Emergency Phone Numbers Posted	☐	☐	

REMINDERS:

- **ALL PAPERWORK IS DUE THE 5TH OF EVERY MONTH** to avoid check delay to the 20th.
- Proctor Time Sheets are due on the last working day of the month by **NOON** to avoid a $25 late fee charge.
- $40 clothing receipt must be new purchases and spent ONLY on clothing and/or shoes. Please attach the receipt to the Clothing Reimbursement Form.
- After each medical/dental/follow up appointment, please turn in a copy of a Health Visit Report form to PYACS.
- If you need any HVR forms, please contact PYACS.

PLEASE ISSUE CHECK ON THE: 15th 20th

PYACS INITIALS_____