

Projects
(For Client's Benefit)

Is there a project that you feel would provide an opportunity or benefit to you, your roommates or the clients in the home? _____

Details of the request: _____

Submitted by: _____

Actions and/or decisions: _____

Completed by: _____

Date: _____

Area Coordinator: _____
(Agency Representative)

Date: _____

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Work Instructions – Projects

1. When a client or family member makes a request regarding a project for the clients' benefit it will be recorded on this form.
2. The employee who is engaged in the discussion with the client and/or family member (at a House Meeting or any other time) will document the relevant information on this form and forward it to the Agency Representative (Area Coordinator) for review.
3. This form is not used for regular day to day project planning, but is used to document a special request. An example for the use of this form (Projects for the Clients' benefit) might be a request for building an accessible planter for gardening.
4. Any actions taken or decisions made are to be recorded under actions and/or decisions. If further actions are required the Agency Representative (Area Coordinator) will review the request and any other relevant information prior to making a decision.
5. All follow up for project requests will be reviewed at the next House Meeting.

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