



Forms Tracking Sheet
Building Blocks

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Family Last Name: _____

Form	Personal Responsible	When	Date Completed	Staff Initials
Intake Form	Coordinator	At Intake		
Permission for Evaluation (two copies, one stays with family)	Coordinator	At Intake		
Permission for Participation (two copies, one stays with family)	Coordinator	At Intake		
Goal Setting Sheet	Coordinator	At Intake Coordinator will work with family to identify at least one goal to start the program. Goals will change as the family progresses. Expectation is to identify at least one goal under each of main umbrella goals (3) They can set more. Remember to use the concept SMART GOALS – Simple, measurable, attainable, realistic and trackable		
Daily Log/Essential Skills Sheet	Builder	On-going Hard copy form for keeping case notes on family. Reminder to focus on the essential skills		
Goal Setting Sheet	Builder	Throughout the sessions and at follow up. Do the rating at the second last or last visit. Try to have at least one family goal (objective) under each larger goal of the program		
Final Evaluation Form	Builder/Family	Fill out at end of sessions		
Donation Request	Builder	Present to family at last session		
Builder 2 Month Follow Up Tip Sheet	Builder/Family	Fill out at 2 month follow up		
Goal Sheet (2 month follow up section)	Builder/Family	Fill out at 2 month follow up		
Goal Sheet (Builder Self-Evaluation section)	Builder	Fill out at 2 month follow up		
Follow Up Sheet	Coordinator	Fill out at 6 month follow up		
All Forms must be fully completed prior to handing file back to Coordinator				

Resources given by Coordinator: _____