

Activity Log Narrative Examples

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Home Visit – Leased Housing

Present: John Smith – YA, Amy Mitchell – YA's live in girlfriend, Sarah Smith – YA's dependent child, Mary Jones – BL

Purpose: Monthly home visit

Location: 4321 Street Ave Peebles, OH 45068 – YA's apartment

Living environment: BL arrived at John's home for our scheduled home visit. BL observed no physical hazards with the outside of the home. BL knocked on the door in which Amy answered the door and allowed BL into the home. CW observed Amy to be holding their daughter Sarah when she opened the door. BL observed Sarah during the home visit and observed her to be able to take a few steps when Amy was holding her hand. John and Amy both were interacting with Sarah during the visit. BL observed the home to be clean and free of any safety hazards. BL observed that they put up a baby gate in front of the stairs and in the doorway of the kitchen. Amy stated that they were able to get outlet covers and showed BL where they put these in the sockets. BL noted that Sarah's crib had been moved into her own room, which is next to the room that Amy and John share. BL noted that there was a baby monitor in the room. No concerns were noted regarding John, Amy, or Sarah's physical appearance as they appeared physically healthy and all were interacting with each other with no concerns noted. John showed BL where the landlord fixed the hole that was in the kitchen ceiling observed during the last home visit.

Eligibility: BL reviewed with John the Notice of Ineligibility that BL mailed to him. John confirmed he received the NOI in the mail and he is aware that he will be terminated on 4/23/2020 if he doesn't regain eligibility. John reported that he has an interview tomorrow with Pizza Hut and another interview scheduled on Friday with CVS. He is confident he will get one of these jobs and will be working soon. BL reminded him of needing to get 80 working hours in a 30 day period to become eligible again. BL suggested that he could also get some hours volunteering and that could be added to any working hours to ensure he gets the 80 hours by 4/23/2020. John reported that he didn't want to do this as he will get plenty of hours once he gets a job. Amy stated that her mother was going to give them some money towards their rent for May if John gets terminated from Bridges. BL reviewed with John what he would need to do to regain eligibility if he were to get terminated.

Bridges Plan & Goals: John reported that he got his driver's license and that he is planning to get insurance for his car. BL reviewed with him that he could get in serious trouble if he gets caught driving with no insurance. He plans to call progressive tomorrow to get a quote. John and Amy reported that they attended a 3 day parenting class through Ohio Guidestone. They reported that this was helpful and that they learned a lot. John showed BL a daily schedule they have for Sarah including times for feedings and taking two naps a day. Amy said that Sarah is doing well on the schedule.

Documents Reviewed/Signed: John, Amy, and BL developed a budget for the month of April based on John currently not working and Amy's part time job. It was identified that due to John not working that they would need help with April's rent and with transportation. Amy reported that she has WIC for Sarah. She and Sarah also get food stamps so they should not need help with food. John stated he would need help with transportation when he gets a new job until he gets his first paycheck, as well as help with paying his phone bill, and maybe with clothes if he must wear a certain uniform for work. John and Amy signed the budget sheet and BL will mail them a copy of it.

Documents Provided to Young Adult: BL gave John a copy of the Bridges Review he signed last week.

Additional Visit Notes: Amy reported that Sarah went to her primary care doctor last week. She said Sarah got her 1 year shots and was a little fussy for a day or two, but is fine now. She stated that next week Help Me Grow is scheduled to do an assessment, but she couldn't remember the exact day or time. BL provided Amy with the main number for Help Me Grow and suggested that she call them to get the day and time they are coming. John confirmed that he saw his probation officer Andy Griffin with Pike County Adult Probation last Thursday. He said he took a drug test and it was negative. His next court hearing is on 4/15/2020 in Pike County and asked BL to go with him to the hearing. He believes he will be discharged from probation. John and Amy denied that they have had any new issues with their neighbors down the street since BL came out last month.

Next Steps: John to call tomorrow to get quote on insurance and follow through with scheduled interviews. If John secures employment, he is to notify BL. BL will make request to pay rent, utilities, cell phone bill for April. BL will also aid in providing John with Uber gift cards for transportation and BL will take him to his court hearing on 4/15/20. BL will mail John a copy of his budget for April.

Creator Signature: Mary Jones BA Bridges Liaison

Home Visit – Supportive In-home

Present: Betty Smith, YA; Lindsey Evans, BL; Jodie Roberts, Supportive In-home caregiver; Kelly O'Connor, CCMEP

Purpose: Monthly Home Visit; CCMEP linkage

Location: 2573 Chestnut St. Girard, OH – YA Home (Supportive In-home)

Living environment: Observed home to be clean and clutter free. Betty showed me where she sleeps. Observed her bedroom to be in order with a couple of piles of clothes on the floor. Betty stated that she is sorting clothes to do laundry. Betty reported that she is happy staying with Ms. Roberts. Betty said that Ms. Roberts is helping her learn how to prepare meals and will be showing her how to work the washing machine so that she can do her laundry.

Eligibility: Betty started working at Chipotle this past month after she received her diploma from Lakeview High School. During the home visit, Betty emailed me two paystubs showing she worked a total of 120 hours for the month of March.

Bridges Plan & Goals: Betty is working on her goal which is to maintain her job at Chipotle. She said this is the first job that she has really enjoyed. Betty's goal is to learn to budget and save her earnings from Chipotle and move into her own apartment when she feels ready. She hopes that she can move into her apartment later this year.

Documents Reviewed/Signed: BL went over and Betty signed the Bridges Review.

Documents Provided to Young Adult: BL provided Betty with a copy of the Bridges Review. Ms. O'Connor provided Betty an updated copy of her CCMEP plan and a document outlining the support and services provided by CCMEP.

Additional Visit Notes: BL met Ms. O'Connor from CCMEP at Betty's home. CCMEP assisted Betty with job placement at Chipotle and is working with Betty on job coaching. Ms. O'Connor updated Betty's CCMEP plan and participated in the visit today so she could go over that plan with Betty and provide her a copy. Betty's CCMEP plan is for her continue working at Chipotle. CCMEP is assisting by checking in with Betty twice a week to provide job coaching. Betty has struggled to maintain jobs in the past. Betty states that she likes working at Chipotle because her manager is supportive and because she can contact CCMEP worker and BL for supportive guidance when needed. Ms. Roberts reported that Betty is doing well in the home. Ms. Roberts said that she hasn't given Betty any "chores" because Betty is helpful around the house when needed. Ms. Roberts does ask Betty to keep her room clean and not to eat in her room. Betty reported that Ms. Roberts is teaching Betty how to sort clothes and use the washing machine. Betty also reported that Ms. Roberts helped her make baked chicken and roasted potatoes yesterday for dinner. Betty believes that it is best for her to remain with Ms. Roberts for now until she can learn how to budget and save, as well as learn some additional home management skills that will help her maintain her own apartment one day. Ms. Roberts stated that Betty can stay as long as she likes. Betty noted that since the weather will be getting warm soon that she needs to update her summer clothes. BL completed a clothing inventory with Betty. The inventory showed that Betty is in need of not only summer clothing but a few pairs of shoes.

Next Steps: Betty will continue to email copies of her Chipotle paystubs to BL. BL will update Betty's budget to include funds for Betty to update her clothing. At next home visit, BL will review Betty's budget as well as work with Betty on a plan to save her Chipotle earnings.

Creator Signature: Lindsey Evans, BSW, Bridges Liaison

Face to Face in the Community

Present: Betty Smith, YA; Lindsey Evans, BL; Jason, Betty's boyfriend

Purpose: Assisting YA with grocery shopping and going to the bank

Location: Liaison picked YA up at her apartment (145 Robin Drive Apt. 3A Girard, Oh), had lunch at McDonalds (Rt 422/Robbins Ave.), and transported YA to Walmart (Cortland) and Chase Bank (Eastwood)

BL and Betty went to McDonald's for lunch. After having lunch, BL took Betty to Chase Bank to assist Betty in opening a bank account. BL modeled appropriate methods of communication for business related purposes and assisted Betty in understanding the difference between a savings and checking account and how and when to utilize these accounts. Betty was able to open a checking account and she will receive her ATM card by mail within 14 business days. BL showed Betty how to download the bank app and register and create a log-in for online banking. BL took Betty to Walmart to purchase groceries and household items needed for her apartment. BL coached Betty on price comparing, the importance of nutrition, meal prep, and budgeting maintenance funds for food/groceries. Betty needed a new set of bath towels and bedsheets and was able to select a reasonably priced set. The grocery and household goods were purchased with maintenance funds. Once shopping was completed, BL dropped Betty back off at her apartment. Betty's boyfriend Jason came outside to assist in carrying in the groceries. BL introduced herself to Jason.

Bridges Plan & Goals: During the drive to Walmart, BL discussed with Betty her goals. Betty's goal is to maintain her job at Chipotle. She said this is the first job that she has really enjoyed. Betty's goal is to learn to budget and save her earnings from Chipotle and purchase a car.

Eligibility: During the drive to Walmart, Liaison reminded Betty that she needs to provide her most recent pay stub to document her ongoing eligibility. Betty said she has the paystub and will email it to BL. Betty added that the paystub shows she worked 34 hours last week. With the 34 hours, Betty will have a total of 96 hours worked for the past 30 days.

Additional Visit Notes: While having lunch, BL asked Betty how she has been doing since moving into her new apartment. Betty shared that it was kind of scary at first, but she is happy to finally have her own home and she is looking forward to being responsible for herself. Betty shared that she enjoys having her friends come over to visit and her boyfriend Jason is also there to support her even though he does not live with her. Betty shared that she really likes her boyfriend but feels he may drink alcohol too much. BL discussed the importance of having healthy and safe relationships with friends and partners and being able to identify red flags. Betty was receptive to the conversation and stated that she planned to have a conversation with her boyfriend about her concerns.

Next Steps: Betty will email her most recent paystub by Noon tomorrow 3/10/20. Next scheduled monthly home visit is 4/4/20 at 10am. BL will work with Betty on how to utilize the online banking during next scheduled home visit. BL will also discuss with Betty the idea of adding a goal to her Bridges Plan to address healthy relationships.

Creator Signature: Lindsey Evans, BSW, Bridges Liaison

Attempted Home Visit

Present: Mary Jones – BL

Purpose: Monthly home visit

Location: 4321 Street Ave Peebles, OH 45068 – YA's apartment

BL arrived at John Smith's home for our scheduled home visit. BL noted that John's car was not in the driveway. BL knocked on the door and no one answered. BL did not observe any lights on within the home and no noises coming from inside the home. BL called John, but there was no answer and his voicemail was not set up. BL texted John that BL was at the home and received no response. BL waited 15 minutes to see if John would come home or text BL back, but he did not, so BL then left the home.

BL sent John a text that BL was leaving the home. BL informed him that he would need to schedule a home visit with BL by 12/15/20 or else BL would have to provide him with a Notice of Ineligibility.

Creator Signature: Mary Jones BA Bridges Liaison