Quarterly Report Format

**First Paragraph:**

Where the gents are in their life that should include medical, behaviour, incidents, fun things that hey have done.

**Second Paragraph, etc. (one for each goal):**

Each goal should be reflected on, with their progress or completion.

I.e..: Goal 1: Cheryl will lessen her purchasing of tea from Tim Horton’s from 3 extra large to 2 large every day.

Cheryl has had a difficult time in the past three months with this goal. She has actually increased her purchasing of tea to four extra larges each day. Due to this, she does not have enough money to buy enough food to last her for the week. As a result, Cheryl has had to access the food bank and the local soup kitchen for meals.

**Third Paragraph:**

Upcoming plans, outings and appointments.

Quarterly Reports for House A are to be sent to Amanda, Cheryl, and Brenda

Quarterly Reports for House B are to be sent to Cheryl, and Brenda

Quarterly Reports for House C are to be sent to Amanda, Cheryl, and Brenda

Quarterly Reports for Community Access and Proprietors in Carstairs, Didsbury, Olds and Bowden are to be sent to Brenda and Amanda

Quarterly Reports for Community Access and Proprietors in Acme, Linden, Three Hills and Innisfail are to be sent to Jonathon and Brenda