

This is a sample only. If your company has procedures for sign in/out you may added group treatment to your current procedure

[Provider logo]

[provider name] Sign In/Out SOP

Background & Purpose

This Standard Operating Procedure is for sign in/out sheet procedures.

Relevant Tools and Systems

-) *Sign in/out folder*
-) *Participant's in alphabetical order by last name*

Responsible	Task	How to	Timing
<i>[name of responsible person]</i>	<i>Prepping Sign In/Out Sheets</i>	<i>1. Print sheets for the week and place in binder</i>	<i>Before each group</i>
<i>[name of responsible person]</i>	<i>Tracking Sign In/Out Sheets</i>	<i>Ensure responsible adult signs client in for group and out when client is picked up.</i> <i>NOTE: if client is adult the client should sign in and out</i>	<i>Weekly</i>
<i>[name of responsible person]</i>	<i>Billing</i>	<i>Ensure signatures are confirmed for billing</i>	<i>[timing – weekly-monthly]</i>

Clinic Related Operating Procedures:

Drop Off Procedure

1. Parents/guardians must sign client in and wait with client until client is called in by their assigned practitioner.
2. Check In (admin assistant): confirm appointment (iterate start and end time as well as when parent is expected to return (10 minutes prior to session end time), notify practitioner, and check/validate correct client contact information.
 - a. Confirm parent guardian number is correct (and/or that the number of the responsible adult dropping off/picking up is in the system).
3. Practitioner should consult with parent/guardian about client's general state (i.e. client had a difficult day at school, is having worse seasonal allergies, etc.) and when applicable the time the client last ate or used the bathroom (for clients who need toilet training support).
4. At no time should a client be left alone or with someone other than the assigned practitioner(s) or supervisor.

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5. Parents are required to return 5-15 minutes prior to session completion to pick up the client and discuss session progress with practitioner.
6. If session end time is reached and parent/guardian has not returned to pick up the client. Please follow Late Client Pick Up Procedure

Late Client Pick Up Procedure (parent/guardian/responsible adult has not returned at the end of scheduled session time)

1. Call parent/guardian
 - a. If not reached leave message
 - b. Call again 10 minutes after scheduled session end time
2. Call 1st emergency contact
 - a. If 1st emergency contact has not responded after 20 minutes (from end of session time) move to step 3.
3. Call 2nd emergency contact
 - a. If no contacts have responded after 45 minutes (from end of session time) move to step four.
4. If no contact for the client can be reached, after multiple attempts to contact parent/guarding AND 1st/2nd emergency contacts AND after 45 minutes of no contact (from any client contact) call local police department and report child has not been picked up.
 - a. The client must be with a practitioner and/or manager at all times while waiting for pick up. If the practitioner who provided service is unable to stay with the client the client may wait with a manager. The manager on duty (see manager on duty procedure) is responsible for all clients at the center until they are picked up. The manager on duty and a second practitioner must wait with the client until they are picked up.
 - b. If no clients can be reached and police are called, please call the Senior Manager immediately (and Associate Director of Senior Manager is unreachable) a Reportable Event Form must be completed.