

Network for a Healthy California—LAUSD

Directions for Completing the SUMMARY LOG/QUALITY ASSURANCE Form

Shortly before the end of each Reporting Period, you will receive the Summary Log/Quality Assurance Form. Please carefully read and review all the directions before completing the form and submitting all the time logs.

Directions: Collect the Weekly Individual Time Log (WITL) forms from ALL participants who signed the Intent to Participate and/or Revised Intent to Participate form. Time logs should have been collected for off track teachers. For the logging period, please record the hours for each participant. Every participant should have a time log for the recording period. If you did not receive a time log for a participant, or need to make a note regarding a participant, please use the comment section of the Summary Log/QA Form. Place the proper **CODE** in Comments column on the form. (Remember, at the end of the school year, all participants should have fulfilled their Nutrition Education hours for the year).

Comments may include:

<u>CODE</u> (Place in Comments Column on Summary Log)	<u>Reason</u>
A	No log received from participant
B	Off on leave (medical, maternity, etc.)
C	Other: _____
Also neatly correct any name or employee number changes directly on the form.	

Review the **chart below** to ensure the quality of your time logs are free of the following problems.

Codes	Problems with <u>Weekly Individual Time Log form</u>
1	Participant not on Summary Log/QA (needs <u>Revised Intent to Participate</u>)
2	Incorrect calculation of time reported
3	Time reported in minutes/fractions instead of hours/decimals or misuse of decimal values
4	Weekly Individual Time Log (WITL) not signed by participating teacher and/or LT.
5	WITL pre-dated/dated inappropriately by participant and/or Lead Teacher on signature line (hours after the date cannot be counted)
6	No WITL for those listed on the <u>Summary Log/QA Form</u>
7	WITLs were done in pencil (No hours could be reported)
8	Multiple WITLs were received for one participant
9	WITLs were copies, not originals
10	Logged hours for each participant were logged exactly the same way (all/most of the WITLs were the same)
11	White out was used to correct mistakes rather than using a single slash mark and initialing any of the mistakes (either initialed by the participant or LT)
12 Original Signatures	Time logs did not have the original signature and/or date of the Lead Teacher and/or participating teacher. Time Logs without original signatures were not counted and reported. Original signatures verify the time logs.
13	Self Certification: Lead teachers may not certify their own time logs. Alternate LTs or school administrator(s) must certify the Lead Teacher time log. Also, nurses with their own award may not certify their own logs. Nurses' logs will be certified by the <i>Network's</i> staff.
14	Other:

Please date and sign the summary log and include the Summary Log/Quality Assurance form along with the original Weekly Individual Time Logs in the pre-addressed return envelope by the due date.

DO NOT FAX THE SUMMARY LOG/QUALITY ASSURANCE FORM or the Time Logs to the *Network Office*.