

Heather Manes
Program Manager
Tel:(510)814-9422
Fax:(510)814-1974
hmanes@hatch4help.org

H.A.T.C.H. *
1010 Versailles Ave. Alameda, CA 94501

Phyllis Kaplan, Ph.D.
Director
Tel:(415)641-9176
pkaplan@hatch4help.org

RCEB Case Manager _____ (check one) San Leandro Concord LF ACMH

Monthly Goals Report

Reports must be received by H.A.T.C.H. no later than the **2nd business day** of each month. The **billing cycle is the 1st through the last day of the month**. Paychecks are mailed out by the 20th of the following month. If your report and time sheet are received after the deadline, you will receive payment after the following month's billing cycle. **Call if you need clarification.**

Client _____ Employee _____
Report Period _____ through _____, 20 _____

Important News: _____

Monthly Goals- Write at least **two to three goal areas** you focused on with your client and at **least two specific targeted goal activities.**

Monthly Goals/Lesson Plans/Activities- Write the goals, activities and lesson plans you participated in with your client to reach each goal area.

Goal Area #1 _____

Supported Lessons/Activities _____

Goal Area #2 _____

Supported Lessons/Activities _____

Goal Area #3 _____

Supported Lessons/Activities _____

According to the Lanterman Act, legally, these reports are confidential and all information is expected to be solely between HATCH staff, HATCH clients, RCEB and Conservators.



*Help Another Toward Creative Happiness

Successes during the reporting period: _____

Challenges during the reporting period: _____

Possible solutions to the challenges (Please call for ideas and support if needed): _____

Daily Summary of Goals and Supportive Information

Client: _____

Date: _____
Goal(s) Targeted: _____
Summary: _____

Date: _____
Goal(s) Targeted: _____
Summary: _____

Date: _____
Goal(s) Targeted: _____
Summary: _____

According to the Lanterman Act, legally, these reports are confidential and all information is expected to be solely between HATCH staff, HATCH clients, RCEB and conservators.

Daily Summary of Goals and Supportive Information

Client: _____

Date: _____

Goal(s) Targeted: _____

Summary: _____

Date: _____

Goal(s) Targeted: _____

Summary: _____

Date: _____

Goal(s) Targeted: _____

Summary: _____

According to the Lanterman Act, legally, these reports are confidential and all information is expected to be solely between HATCH staff, HATCH clients, RCEB and conservators.

