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

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Director  
Tel:(415)641-9176  
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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.**

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:

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