



Elcam Community Center Quarterly Evaluation Form
 189 West Creek Road
 Saint Marys, PA 15857

Name of Participant: _____
 Day(s) of Week: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday
 Hour(s): ___ 11:00 AM – 3:30 PM (Regular Group, Monday through Friday)
 Month(s) of the Year: _____ Staff/Participant Ratio: 1:6

The following chart includes the program services and the days of the week. The letter **L** denotes that the individual likes and chooses to participate in that program service on that day of the week. The letter **D** denotes that the individual dislikes or chooses not to participate in that program service on that day of the week. A **N/A** denotes that the program service is either not applicable or not available to the person on that day of the week. 181(e)(2);181(e)(3); 181(e)(3)(ii)

Participant Involvement in Program Service	Day of Week MONDAY	Day of Week TUESDAY	Day of Week WEDNESDAY	Day of Week THURSDAY	Day of Week FRIDAY
4-Wheel Adult Pedal Go-Cart Program					
Art Program					
Basic Computer Training Program					
Basic Science Program					
Beginner Reading Program					
Communication Program					
Community					
Community Activities Program					
Cooking to Learn Program					
Conversation Skills Program					
Gardening Program					
Getting Along With People					
Grooming Program					
Guinea Pig Care Program					
Hand Hygiene Training Program					
Health Advocacy Program					
Indoor Activities Program					
Indoor Bowling Activity					
Laundry Program					
Manners Program					
Microwave Cooking Program					
Money Math Program					
Music Program					
Personal Daily Log					
Personal Hygiene Program					
Seated Exercises Program					
Snack Program					
Sports Program					
Survival Vocabulary					
Walking Program					

The following chart includes the areas of personal skill development. A **X** denotes that the individual is actively working on that area of personal skill development. A **■** denotes that the individual is currently working on that area of personal skill development and also struggles in that area.

Areas of Personal Skill Development	Area of Personal Skill Development COGNITION	Area of Personal Skill Development COMMUNICATION	Area of Personal Skill Development INTERPERSONAL RELATIONSHIPS	Area of Personal Skill Development PERSONAL HYGIENE	Area of Personal Skill Development HEALTH AND WELLNESS
	Memory Skills <input type="checkbox"/> (Basic Math Skills, Personal Safety, Staying In a Supervised Area at All Times)	Absence of Inappropriate Behaviors <input type="checkbox"/>	Initiating and Continuing Appropriate Verbal/Physical Interactions <input type="checkbox"/>	Demonstrating Proper Personal Hygiene Practices (Hand Washing, Appropriate Clothing Choices) <input type="checkbox"/>	Identifying Healthy Food Choices <input type="checkbox"/>
	Attention Skills <input type="checkbox"/> (Staying Focused, Ignoring Irrelevant Information)	Listening Skills <input type="checkbox"/> (Attentive to Speaker, Appropriate Feedback and Body Language)	Making Appropriate Conversations (Introducing Age-Appropriate Topics, Taking Turns, Responding Appropriately) <input type="checkbox"/>	Recognizing the Effects of Poor Oral Hygiene Practices (Cavities, Gum Disease, Tooth Loss) <input type="checkbox"/>	Making Healthy Food Choices to Promote Healthy Living <input type="checkbox"/>
	Language Skills <input type="checkbox"/> (Listening, Reading, Comprehension, Following Directions)	Verbal Communication <input type="checkbox"/> (Think Before You Speak, Listen For Feedback)	Showing Interest in Company of Others (Giving Compliments, Cooperating, Sharing, Helping Others) <input type="checkbox"/>	Recognizing the Effects of Poor Personal Hygiene Practices (Bad Breath, Body Odor, Illness) <input type="checkbox"/>	Following Doctor-Prescribed Dietary Restrictions <input type="checkbox"/>
	Motor Skills <input type="checkbox"/> (Fine Motor Control, Hand-Eye Coordination, Gross Motor Control)		Using Appropriate Assertive and Coping Behaviors (Disagreeing Appropriately, Expressing Anger Appropriately) <input type="checkbox"/>		Participating in Physical Activity to Promote Healthy Living <input type="checkbox"/>
	Thinking Skills <input type="checkbox"/> (Application, Appreciation, Self-Monitoring Skills)				

The following chart includes specific Center policies. A **X** denotes that the individual is currently struggling with complying with the specific Center policy. It also includes any note on individual behavior.

Elcam Community Center Policy	X	Notes
<p>Acceptable Computer Use Policy Computers, networks and electronic information systems have become essential tools required to both obtain individual goals and to accomplish Elcam Inc.'s mission. These resources are a valuable community asset to be used and managed responsibly to ensure their integrity, security and availability for appropriate activities. All authorized users of these resources are required to use them in an effective, efficient and responsible manner. Acceptable use of Elcam, Inc.'s information technology resources is based on common sense, common decency and civility. All authorized users have the right to expect reasonable privacy with regard to all computer files and e-mail. Unacceptable uses include, but are not limited to, the following: 1. Use of resources for any purpose which violates federal or state laws. 2. Use of resources for commercial or for-profit purposes. 3. Sending or storing for retrieval material likely to be offensive or objectionable to recipients. 4. Misrepresenting your identity in the use of information technology resources. 5. Attempting to evade, disable, or "crack" the security provisions of systems on the network. 6. Use of resources to intentionally obtain or modify files, passwords, and data belonging to other users. 7. Use of resources to introduce or propagate viruses, worms, or for any other destructive intentions. 8. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted software or other materials. 9. Connecting any personal devices such as digital cameras, cell phones, MP3 players, thumb drives, etc., besides those specifically provided to you by the Information Systems Manager, to any Elcam-owned system. 10. Purchasing, downloading and/or installing any software without prior approval from the Information Systems Manager, <i>regardless of any other approvals you may have obtained.</i> 11. Purchasing, installing, or modifying any desktop, network, or related hardware without prior approval of the Information Systems Manager, <i>regardless of any other approvals you may have obtained.</i> 12. Use of resources for the purposes of music or movie sharing, legal or otherwise. 13. Use of resources to intentionally access obscene or pornographic material. 14. Use of resources to disrupt the work of other users. Violation of this policy can be a matter of legal action or Elcam, Inc. disciplinary procedures. Depending on the seriousness of an offense, violation of the policy can result in a warning notice, termination of a service and/or legal charges.</p>	X	
<p>Cell Phone Use Policy Cell phone use by Center Staff and volunteers and by Center participants is prohibited between the hours of 11:00 AM and 3:30 PM, Monday through Friday. The only exception to this policy is when Staff is required to carry a cell phone when not in the Center but is with Center participants during these hours. Texting does not promote positive and productive relationships between Staff and participants and can no longer be tolerated. Staff and participants will be issued a written warning if anyone violates the policy. Three written warnings for any reason, to include violation of the cell phone use policy, will result in termination of employment for Staff or in termination of services for participants.</p>		
<p>Hand Washing Policy Hand-washing is the single most effective means of preventing the spread of bacteria and viruses that can cause infections and food borne illness. Proper hand-washing can be the most effective action workers can take to control direct and indirect contamination of food, utensils and equipment. In accordance with the U.S. Food and Drug Administration, workers are required to wash their hands: 1. Before starting to work with food, utensils or equipment 2. Before putting on gloves 3. When switching between raw foods and ready-to-eat foods 4. After handling soiled utensils and equipment 5. After coughing, sneezing, using a tissue or using tobacco products 6. After eating and drinking 7. After touching your skin 8. After handling animals 9. After picking your nose 10. After scratching your head 11. After putting your finger(s) or hand in your mouth 12. After sticking your finger in your ear 13. After using the toilet, wash hands at a hand-wash sink in the restroom and again when returning to work A warning notice can be issued to anyone who violates this policy.</p>		
<p>Inappropriate or Unacceptable Behavior Policy The Elcam Community Center is an Adult Training Facility, and Center participants are expected to act and talk appropriately at all times while at the Center. One of the major program goals at the Center is to initiate, develop and maintain positive interpersonal relationships with others. Inappropriate or unacceptable behaviors include, but are not limited to, the following: swearing, raising your voice to others, showing no care or concern for others, following another person to the bathroom, inappropriate touching or physically hitting others, hitting self, stealing the belongings of others, stealing from the Center, lying about the actions of others, slamming doors, pushing around tables or chairs, pointing or talking about your sexual behavior with others or interrupting Staff conversations. Inappropriate or unacceptable behaviors do not promote healthy relationships with others and can not be tolerated. If a participant engages in an inappropriate or unacceptable behavior, receives a verbal warning from Staff and then makes no effort to correct the behavior over a specified amount of time, the participant will be issued a written warning. Three written warnings for any reason, to include violation of the inappropriate or unacceptable behavior policy, will result in termination of services for the participant.</p>		
<p>Money Policy No Center participant may request, borrow or receive monies from another Center participant at any time while at the Center, to include during any breaks designated by Elcam. The exchange of money between Center participants is not an approved program goal, does not promote good money management skills and can not be tolerated. Center participants will be issued a written warning if anyone violates the policy. Three written warnings for any reason, to include violation of the money policy, will result in termination of services for participants.</p>		
<p>Portable Music Player and Headphone Use Policy Portable music player and headphone use by Center Staff and volunteers and by Center participants is prohibited between the hours of 11:00 AM and 3:30 PM, Monday through Friday. There is no exception to this policy for Staff or for Center participants during these hours. The use of portable music players does not promote positive and productive relationships between Staff and participants and can no longer be tolerated. And, the use of headphones for any reason is in violation with previously established Elcam safety policies. Staff and participants will be issued a written warning if anyone violates the policy. Three written warnings for any reason, to include violation of the portable music player and headphone use policy, will result in termination of employment for Staff or in termination of services for participants.</p>		
<p>Shopping Policy Center participants are not permitted to take large handbags, backpacks, duffel bags or any other carry bag to any shopping facility during Center-related outings for any reason. These items are not to be kept in the Elcam-owned vehicles during outings but are to remain at the Elcam Community Center during outings. Any individual carrying a large carry bag while at any shopping facility may be asked to leave as it is a violation of pre-existing store policies. Any individual carrying a large carry bag at a shopping facility looks conspicuous. Center participants will be issued a verbal warning if anyone violates the policy. Violation of this policy after the verbal warning will result in the termination of this particular service for Center participants.</p>		
<p>Good Manners Policy Good manners are essential in social situations, professional settings and anytime you interact with other people. Displaying good manners includes using appropriate words and actions in any social situation or scenario. If an individual has good manners, his/her words and actions are not contradictory. For example, if an individual says "excuse me" or "please" or "thank you", his/her nonverbal behavior must complement those words. Good manners often go hand in hand with good personal hygiene. 1. An individual needs to cover his/her mouth (using a tissue and then throwing out the tissue and washing his/her hands or using his/her upper sleeve, not bare hand, to cover his/her mouth) when he/she sneezes or coughs. 2. An individual needs to wash his/her hands after touching his/her skin and before and after eating and drinking. (Remember, we use them to shake hands, open doors and do other things that can spread germs.) Displaying good manners also involves an individual exercising patience in all of his/her communication with others. 1. An individual should never interrupt others when talking. 2. An individual should wait his/her turn. 3. An individual should not be obscene (avoid the use of swearing words, arguing, making noises or making funny or ugly faces). 4. An individual should not talk excessively loud. 5. An individual should avoid chewing or talking with food in his/her mouth. 6. An individual should treat others with respect and courtesy. Center participants are expected to practice proper etiquette while in the Center and while in the community. If a Center participant is resistant to instruction and guidance on good manners and rules of etiquette and refuses to practice good manners while in the Center and in the community, he/she may not have the opportunity to participate in future community activities until such time the individual practices proper etiquette while in the Center.</p>		
<p>Personal Hygiene Policy Good personal hygiene should be practiced every day. Each Center participant is expected to practice good personal hygiene habits, especially during their involvement in community-based activities. Good personal hygiene includes washing your hands regularly, bathing daily (use soap to cleanse your body and shampoo to cleanse your hair) to avoid bad body odor; brushing your teeth every day (brushing your teeth helps promote healthy teeth and gums as well as defeating bad breath); grooming yourself as needed (keeping your hair neat and tidy and keeping your fingernails and toe nails cleaned and trimmed helps keep your skin and hair healthy); applying deodorant daily to avoid bad body odor; and dressing in clean (no dirty or soiled clothing), appropriate (no low-cut shirts or sweaters and no obscene words or pictures on outer clothing) and well fitting clothing. Cleanliness is imperative to a healthy lifestyle. It is essential to practice good personal hygiene habits for both social and health reasons. The germs and bacteria that you may come in contact with on a daily basis can be harsh on the body and can cause health problems. And, an individual that has poor personal hygiene runs the risk of being left out or even ridiculed by peers or others. Good personal hygiene can enhance your self-confidence and improve your chances of success in many areas of life. If a Center participant has bad hygiene practices and has made no attempt to improve his/her personal hygiene before involvement in a community-based activity, the Center participant will not be permitted to participate in the community-based activity until such time that the individual is properly groomed.</p>		
<p>Soda Policy Center participants are prohibited from having 24 Oz. Soda Bottles or larger (filled or empty) in their possession (which includes personal belongings) for any reason while in the Elcam Community Center at any time. Why shouldn't you drink soda? Soda is acidic. When our body pH is acidic, it promotes illness and poor health. An acidic pH level in human body fluids is a prime environment for bacteria and viruses and even for cancer cells to grow. Center participants will be issued a written warning if anyone violates the policy. Three written warnings for any reason, to include violation of the money policy, will result in termination of services for participants. Thirsty? Drink water. Reasons to drink water: it hydrates the body; it lowers your risks of a heart attack; it is the best tool for weight loss; it is a headache cure (due to dehydration); it clears up your skin; it helps you digest food properly; it helps flush out toxins and waste products from the body; and it reduces your risk of colon cancer.</p>		
<p>Personal Belongings Policy Center participants need to store personal belongings in the coat rack area while at the Elcam Community Center and not in the area designated for activities related to the Art Program, Communication Program or Kitchen Program. According to the Commonwealth of Pennsylvania, Pennsylvania Code, Title 55. Public Welfare, Department of Public Welfare, Chapter 2380. Adult Training Facilities, Regulation #2380.68. Storage of personal belongings: Space shall be provided for hanging hats and coats and storing personal belongings.</p>		

Strength(s) of the Individual: _____

Most Participatory Activities of the Individual: _____

The Individual Has Shown Improvement in the Following Skill Area(s) Over the Past Month(s): _____

Any Current Major Area of Concern: _____

Participant Signature _____

Signature of Program Specialist _____

Date _____

Date _____