

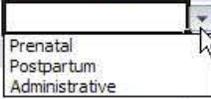
Instructions for BFPC Activity Logs

Opening and saving the original spreadsheet

1. The Excel spreadsheet is in “read only” format. If you try and simply “save”, a pop up message should appear reminding you to *rename* and “save as”. You will need to save a copy for each peer counseling staff member.
2. Please save your file in the following format: 1) Agency, 2) Name, 3) Month-Year.
Example: **Activity Log - Multnomah - MaryJune2012.xlsx**

Getting acquainted with the spreadsheet

1. At the bottom of the spreadsheet are six different tabs, each corresponding to the five weeks that may be in a month, and one tab that will calculate a monthly total. The **Monthly Total** tab is automatically populated by the data you enter in the weekly spreadsheets.
2. At the top are fields to enter your **Agency, Name** and the **Month**.
3. Always enter data in the rows from LEFT to RIGHT, starting with the **Date**.
4. The **Date** column should be entered MM/DD/YY. It will auto-format to include the day of the week, and full date, if entered correctly.

Date	Category	Type of Activity	Hours	Minutes	Comments
Wednesday, February 01, 2012	Postpartum	Individual Visit	1	0.25	
Wednesday, February 01, 2012	Prenatal	Group Visit	1	0.50	Session 2
Friday, February 03, 2012	Administrative	Meetings	2		Group PCE in-service
Friday, February 03, 2012					

5. The **Category, Type of Activity, Hours** and **Minutes** columns all allow you to select from a pull-down. If you make a mistake, simply hit “Delete” in the box with the error.

Submitting your Logs & Status Reports

1. Please send **Quarterly Status Reports**, as well as **Activity Logs** for all of your Peer Counseling staff to Niani.Dunner@state.or.us no later than the fifteenth. See the schedule below:

Quarter	Activity Log Months	Due to State Office
Q1: Jan, Feb, March	March	April 15
Q2: April, May, June	June	July 15
Q3: July, August, Sept.	September	October 15
Q4: Oct., Nov., Dec.	December	January 15

Activity Log Category Definitions

Time spent interacting and communicating with PRENATAL and POSTPARTUM moms:

- Individual Visit** – One-on-one, face-to-face. *Including time documenting visit.*
- Group Visit** – Time spent related to *scheduled group sessions*. Includes setting up, breaking down, documenting and class time.
- Telephone Visit** – Phone contact with a participant. *Including time documenting call.*
- Left-message/
sent e-mail** – Telephone, text, or email messages that *do not* include or lead to a conversation with a participant (i.e. left message reminding of next group)
 - Sending reminder letters/post-cards.

Time spent doing ADMINISTRATIVE activities:

- Planning/
Reporting** – THIS DOES NOT INCLUDE TIME SPENT DOING CLIENT DOCUMENTATION (SEE ABOVE).
 - Time spent completing the *Activity Log*, *Quarterly Report* or internal agency reports pertaining to BFPC.
 - Creating work schedules for peer counselors.
 - Reviewing time sheets.
 - Budget work.
 - Developing, ordering, reviewing participant materials (Example: creating class handouts).
 - Developing policies, procedures, and protocols for delivering services.
 - Quality assurance activities including reviewing records.
- Staff Training** – Planning, developing or providing training for Peer Counseling or WIC staff.
 - Receiving in-person, group training.
 - Conducting or going through new staff orientation.
 - Mentoring and job shadowing.
- Individual
Development** – Completing on-line or paper training modules.
 - Required reading.
 - Watching instructional or educational DVDs.
 - Research, pertaining to a specific participant issue.
- Meetings** – Meetings of two or more staff for purposes *other than* training.

NOTE: Capture meeting time devoted to training (related to BFPC) as STAFF TRAINING.

- Caseload Management**
- Activating and Inactivating participants in TWIST.
 - Scheduling and rescheduling participants.
 - Running, reviewing TWIST reports (Examples: Show/No Show, PC Accepted, Assigning PC to Groups, etc.).
 - Internal BFPC marketing related activities. Time spent developing or providing outreach aimed at WIC participants or local agency partners.
 - Setting up class schedules

- Community Networking for BFPC**
- Planning, developing or providing community presentations or training for partners.
 - Attending Breastfeeding Coalition meetings.
 - Time spent doing formal community advocacy for breastfeeding.
 - Meeting with community partners to improve breastfeeding services including establishing referral networks.

- Other**
- Activities that do not fall in the above categories. Please describe in comments column.

NOTE: *The Activity Log is for recording time spent doing Peer Counseling activities— please do not record holiday, vacation or sick time.*