

## **General Instructions - Attendance Roll / Log**

### **Purpose of the Form**

The Attendance Roll / Log was developed to assist in maintenance of prevention records as described in the Prevention Standards. All Education and Alternative prevention activities must include a Attendance Roll / Log. All other strategies may utilize a sign-in sheet format.

### **Who Should Complete**

This form is a template for provider agencies to use. This specific form is not required and providers may chose to create and utilize their own forms to capture this information. However, the information contained within this form is required despite the form the provider agency uses.

### **Where to Submit**

This form is maintained at the provider agency and elements of its contents are input into the ASAIS.

### **Specific Instructions**

Provide all information called for in this section.

**Name.** Allow each recipient of the prevention activity to enter their name, preferably print. It is acceptable to enter first name and last initial only, first initial and last name, or initials. If someone is unwilling to include their name nor initials, and won't disclose you may indicate this with an R for refused. However, this should be used in rare occasions.

**Age.** Allow each recipient of the prevention activity to enter their age.

**Race.** Allow each recipient of the prevention activity to enter their race.

**Ethnicity.** Allow each recipient of the prevention activity to enter their ethnicity.

**Gender.** Allow each recipient of the prevention activity to enter their gender.

**Signature.** The signature of the individual(s) who provided the actual prevention service. If the individual is working towards credentialing but yet to attain it, the Prevention Specialist/Coordinator must also sign.

**Date.** Enter the date that corresponds with the attendance roll / log for which the prevention activity occurred.