

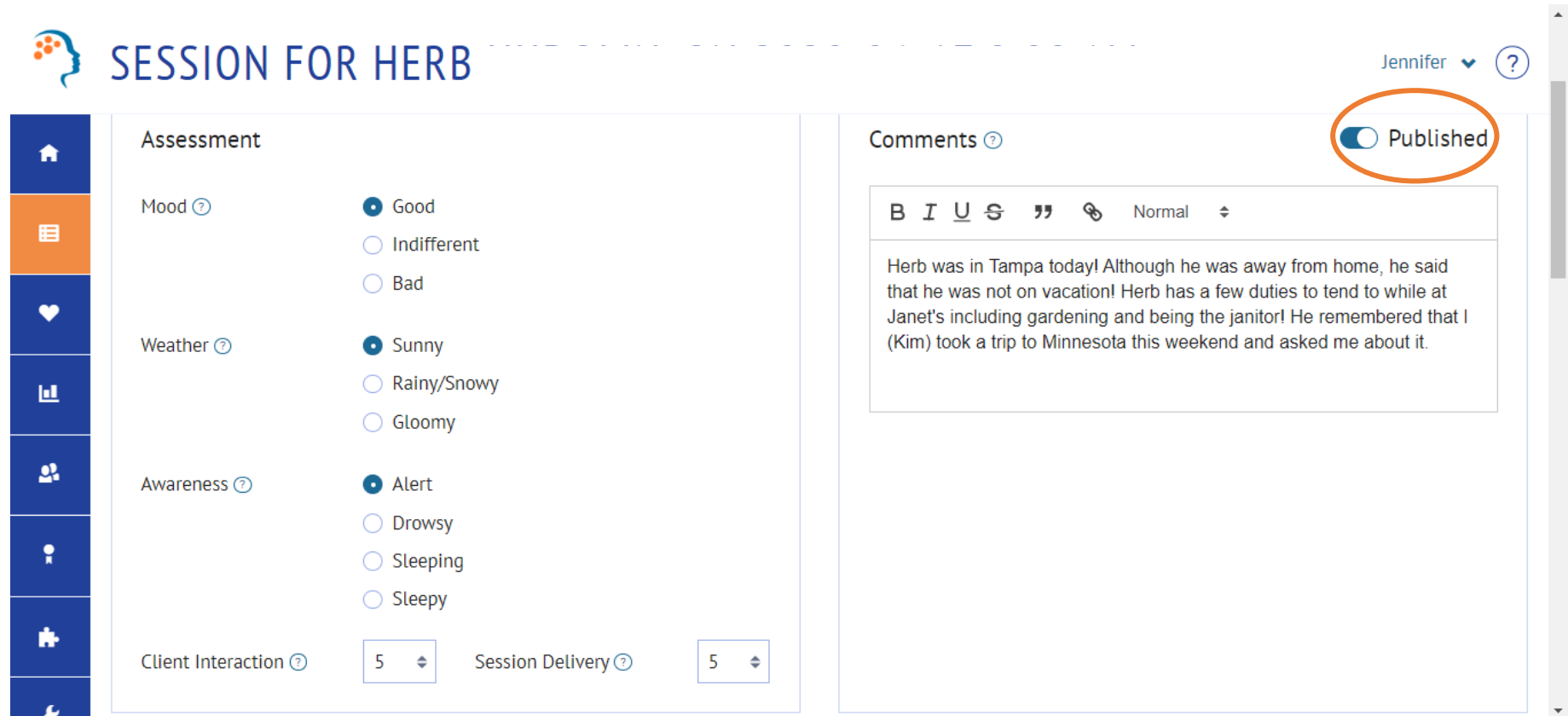
1. Virtual Sessions

a. Notes are to be completed and published **immediately** after your session.

2. In Person Sessions

a. Notes are to be completed and published **within 24 hours** after your session.

3. This top comment box should contain a brief summary of the entire session.



The screenshot shows a web interface for a session titled "SESSION FOR HERB". The interface is divided into two main sections: "Assessment" and "Comments".

Assessment Section:

- Mood:** Radio buttons for Good (selected), Indifferent, and Bad.
- Weather:** Radio buttons for Sunny (selected), Rainy/Snowy, and Gloomy.
- Awareness:** Radio buttons for Alert (selected), Drowsy, Sleeping, and Sleepy.
- Client Interaction:** A dropdown menu showing the value "5".
- Session Delivery:** A dropdown menu showing the value "5".

Comments Section:

- A toggle switch labeled "Published" is turned on and circled in orange.
- A rich text editor toolbar includes buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Quote, Link, and a font style dropdown set to "Normal".
- The comment text reads: "Herb was in Tampa today! Although he was away from home, he said that he was not on vacation! Herb has a few duties to tend to while at Janet's including gardening and being the janitor! He remembered that I (Kim) took a trip to Minnesota this weekend and asked me about it."

At the top right of the interface, the user name "Jennifer" is displayed with a dropdown arrow and a help icon.

4. The "Evaluation" portion should contain brief details about the individual activities.




SESSION FOR HERB





Jennifer ▼ ?

Home	Evaluation		
List	Exercise	Score	Comments
Heart	WU - 3 - version 5.docx	<i>(n/a)</i>	Perfect warm-ups! We always find a way to make conversation and humor out of different topics. During the trivia questions about colors, Herb commented that he never paid attention in art class. We had that in common!
Calendar	LA-5-Match Opposites-GuileSincerity (Engagement)	7 ▼ / 7 (100%)	These words were a bit more complex than our usual opposite words, but Herb did an excellent job at matching them. Despite matching a few incorrectly, he was able to catch himself and make the correct matches. He simply laughed at his small mistakes which is always good.
Key	LD - 5 - Facts - Current Events.pub (Engagement)	5 ▼ / 5 (100%)	Given Herb's history of serving the Navy, I chose a recent article about the firing of Captain Brett Crozier of the USS Theodore Roosevelt. Herb was familiar with the incident and we discussed the 5 W's of the story. Herb provided his opinion on the issue which was that the decision to fire the captain made no sense. He also noted that the Navy can be harsh and typically gives no 2nd chances. Herb also shared with me a story from his time in the Navv in which a sailor was fired for not
Tools			



SESSION FOR HERB

Jennifer  

	VS-5-Rebus Puzzle-HistoryRepeatsBlueMoon (Engagement)	2 / 2 (100%)	I chose another rebus puzzle activity from online as Herb really likes these. We both found a few of them challenging and humorous and he did well guessing the phrases. Herb really likes a challenge and his coach definitely appreciates that!
			
	MM-5-Logo Recognition-YMCA (Engagement)	6 / 6 (100%)	Herb said, "I know logos!" before we got started and he was correct! He guessed 5/6 of the logos on his own and guessed the last one (Wonder Woman) with a small hint from his coach.
			
	CT - 5 - Codebreaking - Four Letters (Fire).pub (Engagement)	5 / 5 (100%)	I'm really proud of Herb's effort in this activity. After explaining the instructions to him he said, "These are tough!" We worked together to develop a strategy to solving the four letter words and Herb led us off with the first step. Once we found four correct letters using process of elimination, he unscrambled the words and correctly guessed FIRE!
			
	CO - 5 - Arithmetic - Missing Digit Equations (Sheet 5A).pub (Engagement)	5 / 5 (100%)	I love to see Herb breeze through math problems with ease! Our last equation today was a bit challenging because it included order of operations but with a little assistance from his coach, Herb was able to break it down (without pencil and paper!) and solved it!
			

5. Please refrain from using the phrase "Activity was easy" or "Client' completed this activity with ease.", and other similar phrases, instead say something like "This activity was successfully completed (with some prompting/guidance/coaching, if needed)" if there are no other details for that activity.
 - a. The activities are supposed to be challenging, but not frustrating.

6. Grading your sessions
 - a. The clients should be awarded a point for every question, matching pair, etc., in that activity.
 - i. Please DO NOT base the score given off participation.
 1. Participation and engagement should be noted in the comments next to that activity.
 - ii. For activities like Language Discussion, you will have to use your judgement on how to apply a score.
7. If the activity was not completed, please leave the score blank, and make the note that you were “unable to complete the activity”.
 - a. *If this happens, upon completion of entering your notes, you will have to manually “Publish” your session. This is in the top right corner of the page, see circled on page 1 of this document. Simply click the button to “Publish”*
8. Once you have completed your session notes, *leaving nothing blank*, it will automatically “Publish” your session when you click “Done” at the bottom of the page.
9. If you need a session “Deleted” at any time, please let Home Office know, and we will delete it for you. Please let us know why the session needs to be deleted.

