

# Daily Log



Daily Logs are to be **submitted by 4:45pm each day** to the M&E Manager. If M&E Manager is not there logs should be submitted to Sr. Programs Officer (SPO). In the event neither SPO or M&E Manager are in logs should be left with M&E at clinic reception. Service providers will fill in client details for each service provided to that client. Then, the provider will fill in services provided, source document for each service and location of service using codes. M&E Manager will review and return to the service provider should gaps be found. Gaps will be detailed on the back of the Daily Log in the Daily Log – Gaps section. Gaps should be closed within 1 day of being returned.

Staff Member:

Date:

Case #	Surname	Name	Service Provided	Source Document	Time of Service	Location of Service	Comments from Provider	Error Picked Up by M&E	Signoff
								Yes <input type="checkbox"/> No <input type="checkbox"/> Int.	
								Yes <input type="checkbox"/> No <input type="checkbox"/> Int.	
								Yes <input type="checkbox"/> No <input type="checkbox"/> Int.	
								Yes <input type="checkbox"/> No <input type="checkbox"/> Int.	
								Yes <input type="checkbox"/> No <input type="checkbox"/> Int.	
								Yes <input type="checkbox"/> No <input type="checkbox"/> Int.	
								Yes <input type="checkbox"/> No <input type="checkbox"/> Int.	
								Yes <input type="checkbox"/> No <input type="checkbox"/> Int.	

Program Manager Sign Off:

Date:

# Daily Log - Gaps



M&E Manager will return Daily Log to the service provider should gaps be found.  
Gaps will be detailed in this form which will be attached to this Daily Log. Gaps should be closed within 1 day of being returned.

**Staff Member:**

**Date Log Submitted:**

Case #	Service Provided	Gap	Notes	Date Returned	Date Received

Program Manager Sign Off:

Date: