Vendor:

## **MONTHLY SIGN IN LOG**

Complete one form per person per month. Include all scheduled contacts. In the event the person does not attend a scheduled service, indicate "no show" in the comment column. In the event the person does not attend any services within the month, include a comment noting why no services were provided/received. If telemedicine is provided, print the defendant's/person under supervision's name within the signature field, and the comment section shall reflect the means in which the session was provided (i.e. teleconference, video conference, internet).

Agreement #:

Defendant/Person Under Supervision:					PACTS #:		☐ Pretrial ☐ Post-Conviction
Service Month/Year:					Required co-payment (if applicable):		
					Copay balance:		
Date	Defendant/Person under Supervision signature	Project Code	Time In	Time Out	Vendor Initials	Co-pay Received	Comments (i.e., no show, delivery method of telemedicine, no services)