FAMILY INDEPENDENCE ADMINISTRATION
Matthew Brune, Executive Deputy Commissioner

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POLICY BULLETIN #29-11-OPE

FIA OFFICE OF PROGRAM MONITORING WEEKLY ACTIVITY LOG
(FIA-1024)

Date: March 22, 2011	**Subtopic(s):** Forms
🖳 This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform the Agency's Office of Program Monitoring (OPM) staff that a new form, the FIA Office of Program Monitoring Weekly Activity Log (**FIA-1024 [E]**) has been created to record the various work activities performed by OPM staff. It is informational for all other staff. Form **FIA-1024 (E)** has five vertical columns (one for each day of the week) and seven horizontal rows (one for each hour of the work day) where OPM staff will enter the start and end time of the following OPM work activities: • Recurring Reports (RR) • Research Projects (RP) • Indexing (IN) • Field/Site Visits (FV) • Meetings (MT) • Special Projects (SP) • Other (OR) The form is completed by OPM staff on a weekly basis, and is then forwarded to the Director's Office at 180 Water Street, 21st floor. *Effective Immediately* **Attachment:**
🖳 Please use Print on Demand to obtain copies of forms.	**FIA-1024 (E)** FIA Office of Research & Program Monitoring Weekly Activity Log

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: *(917) 639-0298*

Distribution: X

NYC Human Resources Administration | Family Independence Administration
Department of Social Services

FIA Office of Program Monitoring
Weekly Activity Log

Name: _____   **Week ending:** _____

MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
Time		Activity Type*	Time		Activity Type*	Time		Activity Type*	Time		Activity Type*	Time		Activity Type*
Start	End		Start	End		Start	End		Start	End		Start	End	
__:__	__:__	___	__:__	__:__	___	__:__	__:__	___	__:__	__:__	___	__:__	__:__	___
__:__	__:__	___	__:__	__:__	___	__:__	__:__	___	__:__	__:__	___	__:__	__:__	___
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__:__	__:__	___	__:__	__:__	___	__:__	__:__	___	__:__	__:__	___	__:__	__:__	___

* ACTIVITY TYPES (select one):							
Recurring Reports	(RR)	Indexing	(IN)	Meeting	(MT)	Other	(OR)
Research Project	(RP)	Field/Site Visit	(FV)	Special Project	(SP)		