

Attendance

Report the average daily attendance for the quarter. In order to achieve an unduplicated count, provider should review sign-in sheets daily and record the number of individuals who attended the drop-in center that day. Individuals who sign the sign-in sheet more than once per day (they leave and return and sign in again), must be counted only once.

Daily attendance rates should be added together and divided by the number of days in the quarter that the drop-in center was open, to produce an average daily attendance rate.