



Please read through and sign off once completed

*Progress notes are legal documents.

*The notes should give details of what happened during the shift. Someone should be able to come in and read the note and know exactly what the individual did during a specific date and time.

*Give descriptions of what happened during the shift. There should be:

-Times individuals are changed/repositioned

-Times when individuals shower/bathe.

-When and where outings were. How the individual reacted on the outing.

-Activities that were done at the home or outside of the home. Detail what was done and describe how the individual acted during the activity.

-What they had for meals. How much did they eat. What time did they have their meals/snacks.

-When medications were given. Did an individual refuse a medication, spit out a medication.

-Did the individual have any behaviors during the shift?

-Were there any medical appointments? Medication changes?

-Anything and everything that happens during the shift should be documented in detail.

*Do NOT put another individual's name or initials in someone's progress note. You can write 'housemate' or 'individual'.

*Do NOT put your name or initials in a progress note or the name or initials of another staff member. Refer to yourself as 'writer' and staff as 'staff'.

*Do NOT use words such as good, bad, happy, sad. Appeared to be or seemed.

Example of what NOT to write: *AF had a good day. She went out to eat. She was happy.*

Example of what SHOULD be written: *AF went to lunch at Dairy Queen with writer and another housemate at 12:30pm. She was smiling and laughing during the ride to Dairy Queen. For lunch she had chicken strips, fries and sprite. AF ate all her lunch. AF was rocking back in forth in her wheelchair and smiling. AF left Dairy Queen at 1:30 pm. She fell asleep in the van on the ride home. She got home at 2:00 pm. AF was changed, repositioned into. bed and resting with her country radio station on at 2:20 pm.*

Employee Signature

Date

Supervisor Signature

Date