

**SAMPLE  
PROGRESS NOTES  
EMPLOYMENT**

Participant Name: Joe Date: August 7, 2008

**INSTRUCTIONS:** Progress notes document progress to achieving outcomes, previously stated in the PCP/ISP. Progress notes indicate time in/out, staff, units provided, location of service/support, signed by staff and dated. Progress notes must be written after each service/support. Daily progress notes addressing the outcomes to be achieved

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**Outcome #2** Persons with developmental disabilities retain their employment.

**Goal #1** Joe has been employed at Home Depot for two years and will remain employed with the support of the supervisor and retention specialist.

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**Outcome #5** Persons with developmental disabilities form new relationships that support them at work and in their community.

**Goal #1** Joe will be supported in attending after work functions and activities to form new relationships.

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Additional comments pertaining to the employee's progress

Support Needs, Health and Safety

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Date:

Time In:	Time Out:	Units Served:
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Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisors Review: \_\_\_\_\_ Date: \_\_\_\_\_