

**SAMPLE
PROGRESS NOTES
ISLA**

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

Outcome #1: Persons with developmental disabilities acquire new residential living skills that support them in their home and community with an increased level of independence and self sufficiency.

Goal #1 Joe will reconcile his checkbook with his bank statement, one time per month with staff assistance.

Outcome #2: Persons with developmental disabilities maintain residential living skills that support them in their home and community with a continued level of independence and self-sufficiency.

Goal #1 Joe will plan menus, shop for food every other week with staff assistance.

Goal #2 Joe will prepare nutritious meals two times per week with staff assistance

Additional comments pertaining to the individual's progress:

Support Needs, Health and Safety

Date:

Time In:	Time Out:	Units Served:
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Staff Signature: _____ **Date:** _____

Supervisors Review: _____ **Date:** _____