

**SAMPLE  
PROGRESS NOTES  
POST-EMPLOYMENT**

**Participant Name:** Joe **Date:** September 10, 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 #1:** Persons with developmental disabilities form new relationships that support them in their transition to retirement and community.

**Goal #1** Joe will volunteer at the local senior center twice weekly with staff assistance.

**Goal #2** Joe will be supported in registering and attending art classes offered by Oasis.

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**Outcome #2** Persons with developmental disabilities maintain relationships that support them in their transition to retirement and community.

**Goal #1** Joe will be supported by staff in attending activities and functions provided by his church weekly.

**Additional comments pertaining to the individual's progress:**

Support Needs, Health and Safety

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**Date:**

<b>Time In:</b>	<b>Time Out:</b>	<b>Units Served:</b>
<b>Participant Signature:</b> _____	<b>Date:</b> _____	
<b>Staff Signature:</b> _____	<b>Date:</b> _____	
<b>Supervisors Review:</b> _____	<b>Date:</b> _____	