

HANDOUT 9- sample progress note

Daily Service Document (Progress Note)

Name: Jane Doe

Start Time: 9:00 am

Date: April 20, 2015

End Time: 11:00 am

Type of Contact

Face-to-Face

Telephone

Location of Service:

Residence

Program Office

Community

Hospital

Other: _____

Recovery Interventions:

Linking

Engaging

Referring to other services

Coping skills development/practice

Establishing goals

Problem solving

Modeling/demonstrating

Developing/revising WRAP plan

Providing instruction

Developing skills

Practicing skills

Other: _____

Summary of Visit/Content of peer service rendered

Goal # I will get a part time job by February, 2016 OBJ # 1

Describe the services provided, related to the individual's goal (what objectives from the ISP did you work on)

Today, Jane and I met at her home to discuss vocational agencies that could assist her in obtaining/maintaining a job. (OBJ. 1. A). I provided Jane with OVR pamphlets and we reviewed the services they can provide. Jane stated that she felt confused and overwhelmed by the information in the pamphlet so I clarified questions Jane had. Jane decided that she would like to proceed with an appointment with an OVR counselor and we created a list of questions that she would like to ask. During the conclusion of the session, I reviewed the major points about OVR with Jane and asked her for any final questions or feedback. Jane stated that she was a bit anxious about working with OVR so I shared with Jane how OVR assisted me in obtaining schooling to prepare me for my job as a CPS.

Plan for next appointment: Meet on April 24, 2014 at 9:00 am to prepare for and call OVR to schedule an appointment. (OBJ.1.B)

Individual's comments/response to service: (If person chooses not to respond, CPS should document how the person responded to service) I am happy to know that there is an agency that may be able to help me get and keep a job. Sally helped me make a list of questions to ask the counselor.

Was this daily entry completed collaboratively between the practitioner and the individual? YES NO

Individual's Signature: Jane Doe

Date: April 20, 2015

CPS Signature: Sally Martin, CPS

Date: April 20, 2015