

IPP AND PROGRESS RECORDING

(This form to be filed in front of the IPP and Progress section of each consumer's blue notebook.)

1. On-going written consumer notes should include:

- the date and place of each community activity of the consumer.
- the dates of any overnight visits away from the facility.
- the dates and nature of any significant events effecting the consumer. Significant events include such things as drastic changes in the consumer's behavior, a death in the consumer's family, the formation of a new close friendship, or any other event likely to have a significant impact on the consumer.
- All entries should be signed by the person making them.

2. Quarterly Reports should include:

- The period the report covers (it should be a three month period).
- A list of the medications that the consumer is taking at the time the report is prepared, and any changes in medication that have occurred during the quarter.
- A summary of medical/dental appointments and hospitalizations. As the specific dates and doctors of these appointments should already be included in the Consumer Health Record, this section should simply summarize the nature and results of the medical/dental appointments and hospitalizations that the consumer has had during the previous quarter.
- A summary of community activities, overnight visits, and significant events. As the specific dates of these events should already be included in the on-going written consumer notes, this section should simply summarize the nature and types of these events that have occurred for the consumer during the previous quarter.
- Progress notes on all training objectives in the consumer's IPP/ISP.

These progress notes should include:

- The number that is on the IPP for each objective.
- Clear and measurable information on progress related to each objective in the quarter. To ensure that this information is accurate, it is recommended that a note be made for each month in the quarter.
- A clear indication of whether the consumer improved, maintained, or regressed in each objective area over the quarter.
- Any changes needed in the objective or its training plan for the coming quarter.

The Quarterly Report should be signed and dated by the staff member who prepared it.