



SUPPORT NOTE GUIDELINES (3/17)

- 1.) Documentation must be written according to these standards. Notes must be legible. If you cannot write legibly in cursive, you must print or type your notes. Your signature must be legible. If your signature cannot be read, print your name. Any notes which fall short, will be returned for re-writing
- 2.) Put the individual's name, month/year, page number and type of service at the top of each documentation page
- 3.) Complete all outcomes that are scheduled that day. If a scheduled outcome does not happen for any reason, explain in the support log.
- 4.) Write a **detailed note** in the support log **every day** for **each individual** you worked with. Describing **at least 1-2 outcomes** that occurred that day. Include all these **details**. Do not only write "Worked on Outcome #1. Talk about:
 -> how the individual responded to the activity
 -> how willing the individual was to participate in the activity
 -> what the individual and staff did during the activity
 -> any progress or regression the person made with the outcome
 -> how staff supported the individual so that the outcome could take place
- 5.) Write a detailed note in the support log on **all** skill building outcomes every time they are addressed. For example, if a skill-building outcome is scheduled to occur 3 days a week, you should write a detailed note reporting on that outcome 3 days a week.
- 6.) In addition to #4, address anything **unusual or interesting** (major activities or events) that happened such as:
 -> Family contacts (phone or visit) -> Holidays and birthday parties
 -> Incidents/health and safety needs -> Any unusual/significant events or occurrences
 -> New things learned ->New things tried
- 7.) Do not write opinion. Write only facts. If you need to include your opinion say " In this writer's opinion" or "He/She seemed"
- 8.) Do not mention the name of other individuals
- 9.) **Do not use white-out or scratch out a mistake**. Any errors should have one line marked through it and the writer must **put their initials and the date** next to the error.
- 10.) **Each entry must be dated by the writer and include either a printed or clearly signed first initial and full last name or full name**. Use black ink only. Write Continued (or con't) at the top of the support log column if the note is continued from the previous page.
- 11.) The person who writes the notes **MUST** be the person who provided the service
- 12.) There must be no empty spaces between notes or at the end of a page.

Example:

3/21/17	I supported Sally with her bath this morning. With my guidance, she rubbed the soapy
Outcomes # 2&4	washcloth in a circular motion on her arm. She did more than usual this morning. She
	seems to be getting used to my help. With support, she also washed part of her leg. Staff
	supported Sally with washing her face, hair and the rest of her body by providing complete
	physical assistance. Although Sally does not always appear to like her bath, she seemed to

	like the activity today because she smiled the whole time. Later on, I supported Sally
	with dancing to music she chose. I held up two CD's and Sally pointed at the one she
	liked. Sally rocked her body while I held her hands. She clapped and seemed to enjoy the
	fun exercise. Julie Jones-----