

The following samples outline the basic format for progress notes at HDC. ALL notes must adhere to these formats and be written according to the following guidelines clearly indicating: (a) discuss the issue or presenting problem (b) state the Plan of Care number you are addressing (c) describe your 1:1 interaction (d) discuss your intervention (d) discuss the client response. THERE ARE NO EXCEPTIONS TO THIS FORMAT.

Discuss Issue, Describe 1:1, Discuss Intervention:

Joe and his younger brother were fighting over video games so I responded to mom's phone call to pick Joe up and take him to the mall according to his plan of care. Joe and I spent one on one time addressing plan of care need #2, discussing ways to prevent fighting with his brother over video games, by recognizing the signs of an argument, sharing the video games with his brother, and learning how to find another activity to engage in if his brother wants to do what he is doing.

Discuss Response:

Joe assisted me with coming up with strategies to avoid conflict with his brother and said he will try to do the things we discussed today to keep a peaceful environment at home.

Discuss Issue, Describe 1:1, Discuss Intervention

Per plan of care need #1, I conducted a school visit for Sara White this afternoon. When I arrived to her classroom she was focused, working on her assignment and not creating a hostile environment. I personally reinforced her good behavior, one on one, by encouraging Sara to keep up the good work. She responded well and said she has been trying to do better in school.