

DeRiche Agency, Inc.

Providing opportunities of the highest quality.

3175 Cherokee Street Kennesaw Ga. 30144

Phone (678) 490-3761

DeRiche Agency Inc. and the Progress Note

DeRiche Agency Inc. is an active Center for Developmentally Disabled adults. The folks we provide services for, require documentation of the time spent with us in the form of a Progress Note. Progress notes are a story that tells about the day each individual had while attending the Day Center. It has many components that need to be included, lack of any important detail, provides the foundation for DeRiche Agency to be in "payback". Payback allows DBHDD/DCH to take back funding when they have decided that a progress note did not include every significant piece of information with the correct wording. We write one of these notes every day, for every individual and we have 30.

Each individual also has a support coordinator that should help the individual navigate through their options of services, like us and other agency's providing services. DeRiche Agency offers active Day Center services. Support coordinators are the first line of scoring and judging of the Progress Note. They score each individual's Progress Note with each visit. If they find the Progress Note's documentation wording or activity is not up to par, they give us a bad rating in a computer data base. DCH is the next judge and jury. If they decide the Progress Note is not sufficient, they pull funding for each day we are found not in compliance.

Day Center is comparable to school as far as hours and days, but we don't get those spring and long summer breaks. We differ because we go out in the community 20-25 hours a month. They do not sit idle, and learning activities are introduced to them in the most adult, respectful, independent way possible instead of sitting working out of workbooks. Example: Cooking class they truly enjoy attending. They decide on something to make, they make a list, go to the store, compare items for nutrition or and cost, go to the self-checkout so they can scan and finally return to the center and cook. In this activity that they have just completed, they may have been encouraged to learn team work skills, hand writing, reading and problem solving skills, math skills, social skills, and finally home living skills without really feeling like they were in school. They are so proud of themselves when they have accomplished any of these tasks. They go swimming, bowling, shopping, volunteering, go out to eat, go on lunch dates, apple, blueberry and pumpkin picking, learn how to cook, academic skills, use the computer, cell phones and walkie talkies. This just a small list of the things they do and the variety of things that need to be documented. They are busy.

Included in the Progress Notes are Goals with Objectives. The Objectives must be written word for word as written in their contract called the ISP. How an individual completes a goal, what time of day the objective was worked on and for how long must be included. Success or not must be included such as well as with what kind of prompts, independence or refusal.

I am searching for a "super note". A note that I could individualize for each individual that would include their individual objectives from their goals and have room to add in special information that is particular to that individual. Have general listed activities or options in a drop box style that could speed up the writer and help them use the correct

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wording. Provide reminders when key words are typed to encourage them to include the right details.

More things that may or may not be in a note but would be great have an option reminder for staff would be things such as:

Did they go to Coffee Talk? Did they: have a drink? Voice anything significant? what kind of mood were they in: appeared sad, mad, happy, tired, excited, had a visitor, talked on the phone

Went to _____ class: cooking, math, exercise, computer, sewing, volunteer, geography, hand writing, arts and crafts, day, date and weather. The participated by-: looking up the weather on the computer, marked off the day of the week, changed the date and many more

Participated: independently, verbal prompts, demonstration prompts, physical assistance, or refused

Went to lunch, ate their lunch, threw away, appeared to enjoy, hate, went into the community for lunch, were did they go?, was assisted with self-administration of medications

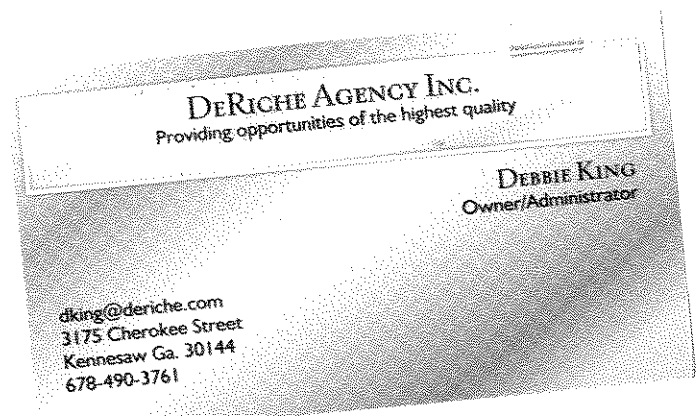
Before they would print to sign, could they be asked:

When they go into the community, did they complete community sheet?

Did they include exactly what time they arrived and left for the day?

Did they complete the Goal Sheet?

Complete the MAR? and other reminders.



DERICHE AGENCY INC.

PARTICIPANT NAME: MARK

MID# 123456789

COMMUNITY CONNECTION CENTER

FOR THE WEEK OF: _____

GOAL / OUTCOME	MON	TUES	WED	THU	FRI
Goal A Over the next 12 months, Mark will increase his independence with home living skills.					
Objective A1 Mark will complete laundering tasks (bring in one load of laundry and place them into the washer machine and start it) with verbal prompts fading to independence. 1X Week					
Goal B Over the next 12 months, Mark will increase his independence in the area of lifelong learning skills.					
Objective B4 Mark will engage in an instructive learning opportunity (such as but not limited to history, simple math, arts and crafts and science) with verbal prompts fading to independence over the next year. 2X Week					
Goal C Over the next 12 months, Mark will increase his independence in the area of social skills.					
Objective C1 Mark will choose a member of the community to greet such as an attendant, cashier, etc with verbal prompts fading to independence. 2X Month					
Check box if any behavioral issues were present Ex: use of quiet area, moving picture from green to red, emotional outburst or SIB. If box is checked documentation must be present in note					
SIGNIFICANT EVENT : PLACE AN "X" IN THE CORRECT DATE BOX TO REFERENCE A SIGNIFICANT EVENT, DOCUMENT IN THE NOTE					
COMMUNITY /VOLUNTEER ACTIVITY					

CODE: 1=INDEPENDENTLY 2=VERBAL PROMPT 3=DEMONSTRATION PROMPT
4=PHYSICAL ASSISTANCE 5=REFUSED 6=NOT TRACKED A= ABSENT

ANY STAFF WORKING AT THE COMMUNITY CONNECTION CENTER SHOULD SIGN THEIR NAME AND TITLE BELOW AND INDICATE THE INITIALS THEY WILL BE USING.

STAFF SIGNATURE/ TITLE	INITIALS	STAFF SIGNATURE /TITLE	INITIALS