

Instructions for Vendor Fiscal/Employer Agent (VF/EA) Financial Management Services (FMS) Progress Notes

Progress Notes must be completed by either the Common Law Employer (CLE) or a Support Service (SSP) to substantiate the claim for the provision of the services. The CLE is responsible to train the SSP in completing the form, prior to that person completing the form independently.

A separate Progress Note must be completed for each SSP at the following frequency:

- Monthly - when the SSP or vendor provides the service at least once a month or more frequently.

OR

- Each time the SSP or vendor provides the service – when the service is provided on a less than monthly frequency.

Progress Notes may be completed for multiple services rendered to the participant on the same form when the services are rendered by the same SSP or vendor.

Example 1: Tom is a qualified SSP that provides both In-Home and Community Supports and Respite (unlicensed) to participant Dave. Both the In-Home and Community Supports and Respite (unlicensed) services provided by Tom may be documented on the same Progress Note.

The following guidance is provided to aid in the completion of the Progress Notes form:

- The name of the participant to whom the service(s) was provided should be entered on the first line.
- The name of the qualified SSP or vendor that provided the service(s) should be entered on the second line.
- The timeframe covered by the Progress Notes should be indicated on the third line. Some examples of the timeframe could include, but are not limited to: One specific date on which services were provided, a week during which services were provided or an entire month during which services were provided. Please note that the maximum timeframe that can be covered by one Progress Notes form is one calendar month.

Completion of the Table

- The service(s) provided shall be entered in the first column of the table. Remember, if more than one service is reflected on the Progress Notes, all the services documented must be rendered by the same qualified SSP or vendor.
- The documentation that was reviewed to verify the service was provided as specified in the ISP should be listed in the second column.
- The answer to whether the service met the participant's assessed needs and preferences should be placed in the third column.
- An outcome statement is to be copied from the participant's Individual Support Plan (ISP) and entered on the table in the fourth column.
- Describe the impact on the individual's health, safety, well-being, preferences and routine in the fifth column.
- Describe issues, problems or barriers experienced by the participant, SSP, or vendor related to providing the service.
- Was there a lack of progress on an outcome, how is this being addressed? If "yes" describe the lack of progress and enter recommendations for changes to the service or outcome.
- Describe the progress made or maintenance of skills for the specific outcome. Indicate the progress the participant is making towards obtaining the outcome, or that the participant is maintaining the skills of the outcome.
- The person completing the form must print their name and title/role (example CLE or SSP) and sign and date below their printed name. If the person completing the form is not the CLE, the CLE must sign and date the form as well.

Maintain copy:

- a. The CLE must maintain a copy of the Progress Notes.
- b. The CLE must make progress notes available to the Supports Coordinator.
- c. If the CLE provides a copy of the Progress Notes to the VF/EA organization, the VF/EA is responsible to maintain a copy in the participant's file.
- d. The CLE is responsible to provide copies to ODP or the AE upon request.
- e. If the CLE has further questions regarding completion of the Progress Notes, please refer to the PA ODP Guide to Participant-directed Services or the participant's SC.