

Vendor Fiscal/Employer Agent (VF/EA) Financial Management Services (FMS)

PROGRESS NOTES

The common-law employer is responsible to ensure the progress notes are completed. The progress notes shall be maintained in the individual's record by the common-law employer.

If a common law employer chooses to not use this template, the requirements for progress notes still must be met in accordance with the Office of Developmental Programs bulletin 00-18-04, Interim Technical Guidance for Claim and Service Documentation.

Name of participant *(Print/type)*: _____

Qualified SSP or Vendor Providing the Service(s) *(Print/type)*: _____

Timeframe covered: _____

Progress Notes

Service Provided	What documentation was reviewed to verify the service was provided as specified in the ISP	Did the service meet the participant's assessed needs and preferences	Outcome of the service	Impact on the individual's health, safety, well-being, preferences and routine

If there was a lack of progress on an outcome, how is this being addressed?

Describe the progress made or maintenance of skills for the specific outcome:

Name and title of person completing the form (printed): _____

Signature of person completing the form

Date

Signature of common law employer (if different from above)

Date
