



## Instructions for EASTERSEALS Individualized CLS & Respite Progress Notes

Below are some guidelines as to how to complete the notes pages:

- 1) Daily CLS & Respite notes pages should be completed at the end of every shift worked.
  - 2) Fill in your **name and date** at the top of each note page for the day you work.
  - 3) Complete the “**Shift Start & End Times**” including **AM or PM** for the shift you worked, CLS or respite.
  - 4) Under the section “**Task Completed / Intervention**”, write a note related to the goal you worked on during your shift.  
**You should only be working on goals identified in the IPOS**, which are written on the individualized progress note.
  - 5) Under “**Objective Area from IPOS**” you will write either CLS or Respite.  
If writing CLS, you need to identify 1a, 1b, 1c, etc., accordingly.
  - 6) Under “**Progress**”, check off one of the boxes accordingly.
    - If the consumer “**Improved**” in the noted area, check the “**Improved**” box. You will then need to write a comment under the “**Comment**” section. Briefly explain how the consumer improved on the identified task.
    - If the consumer had a set-back or difficulty in completing the task, then check the “**Decreased**” box and briefly explain the decrease in the “**Comment**” section.
    - If the consumer completed the task the “**Same**” as he/she completed the task in the past, check off the “**Same**” box. It is not required that you a comment in the “**Comment**” section.
  - 7) Under the “**Initials**” column, you **MUST** put your initials in the box for each note written.
  - 8) The Parent / Guardian **MUST** sign and date at the bottom of each daily note page.
  - 9) As the Caregiver, you must sign and print your name at the bottom of each Progress Note page.
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- ❖ The individualized daily progress notes for the Individual served will be mailed to the Individual’s home.
  - ❖ If you are in need of additional notes pages, please call our office before you run out and we will mail more to the Individual’s (person receiving services) home.
  - ❖ Weekly timesheets and the daily progress notes must be sent in weekly by 8 a.m. Monday for timely processing.