

Hello to our wonderful providers!!

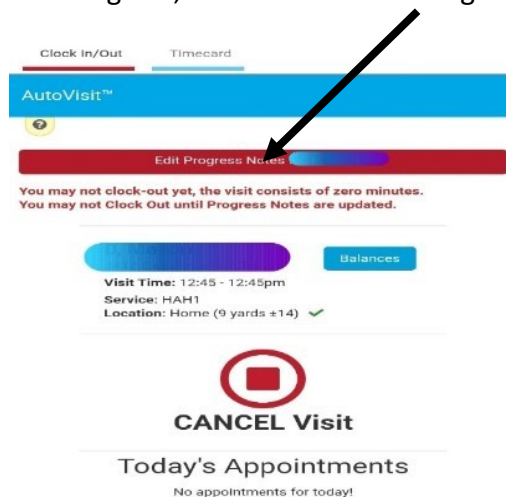
If you bill HAH services you need to complete Progress Notes prior to clocking out. DDD is also requiring that you enter a short comment on how that goal is progressing. At the end of the month these comments create a summary that is reported to DDD. This should only take a few minutes and can be done anytime during the visit prior to clocking out of your shift.

Please see below on how to enter the comments.

To enter your notes & comments:

After logging in you are brought to the landing page.

To access the Member's goals, click on the "Edit Progress Notes" button:



You will be brought to the Member's list of goals.

Select the goal you are tracking data on to open the goal details:

The screenshot shows a list of goals for a member. The goals are: 'Community Involvement - Manners' (with a sub-goal 'Return Greetings'), 'Home Skills - Leisure' (with a sub-goal 'Play board game with peers'), 'Community Involvement - Manners' (with a sub-goal 'Good sportsmanship'), and 'Home Skills - Housekeeping and Chores' (with a sub-goal 'Follow daily chore schedule'). An arrow points from the 'Return Greetings' sub-goal to the 'Goal Details' panel on the right.

Goal Details

If the member returns the greeting an "I" is to be documented. If the member does not return the greeting, the provider will continue through the prompting hierarchy of least support to most support (I-Independent, V-Verbal, G-Gestural, M-Model). Once the member returns the greeting regardless of the prompt used, the provider will provide the member with reinforcers. The provider will document the corresponding prompt needed for the member to return the greeting. The member should practice returning greetings to family members, friends, and people in the community as opportunities arise. If the member is unwilling or refuses to complete the task an "R" is to be documented (the provider should be using a reinforcer to assist in completion prior to accepting refusal). If, for reasons beyond his control, the member is unable to engage in this activity, a "B" is to be documented.

NEW Prompting Level

Trial 1 - (make selection)

R	B	I	V	G	M	P
---	---	---	---	---	---	---

Trial 2 - (make selection)

R	B	I	V	G	M	P
---	---	---	---	---	---	---

Trial 3 - (make selection)

R	B	I	V	G	M	P
---	---	---	---	---	---	---

Basic Living - Health and Safety

This is where you can document the prompts for each trial.

Click save after logging trials for each goal.

The first screenshot shows the 'Return Greetings' goal details. The 'NEW Prompting Level' section has three trials. Trial 1 is 'Verbal' and the 'V' button is highlighted. Trial 2 is 'Verbal' and the 'V' button is highlighted. Trial 3 is 'Independent' and the 'I' button is highlighted. A 'Save' button is visible at the top right. An arrow points from the 'Save' button to the second screenshot.

The second screenshot shows the 'Follow daily chore schedule' goal details. The 'NEW Prompting Level' section has one trial labeled '(make selection)'. The 'V' button is highlighted. A 'Save' button is visible at the top right.

Document the **daily** comment for each goal & save.

Progress Notes for Billy Client

Sign & Save Cancel

Community Involvement - Manners

[Return Greetings](#) ✓

Comments

Did awesome today returning greetings

Home Skills - Leisure

[Play board game with peers](#)

Comments

The specific goal must be mentioned in each comment.

Document the **Monthly** comment for each goal & save.

Progress Notes for Billy Client

Sign & Save Cancel

Community Involvement - Manners

[Return greetings](#) ✓

Comments

Billy is doing really well returning greetings He will return greetings when verbally prompted. We are currently working towards fading verbal prompts using a timer.

Home Skills - Leisure

[Play board game with peers](#)

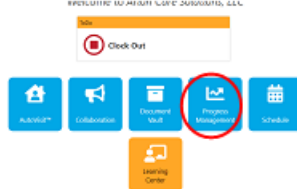
Comments

The specific goal must be mentioned in each comment.

If you need to go back to a previous day:

If you need to go back to a previous day and enter comments or tasks/notes, follow these steps:

1. Click on Progress Management



2. Select the day

The screenshot shows a table titled 'Progress Notes for C. Billy'. The first row is circled in red. The table has columns for 'Date', 'Session Date', 'Clock In Time', 'Clock Out Time', 'Objective Type', 'Status', 'Plan', 'Top Note', 'Super Top Note', 'Provider Name', 'Start Entry Type', and 'Stop Entry Type'.

Date	Session Date	Clock In Time	Clock Out Time	Objective Type	Status	Plan	Top Note	Super Top Note	Provider Name	Start Entry Type	Stop Entry Type
8/10/2021	8/10/2021	9:00 AM	12:00 PM	Progress	Complete	Continue as planned	8/10/2021		Employee Training	Advisor	Advisor
8/11/2021	8/11/2021	9:00 AM	12:00 PM	Progress	Complete	Continue as planned	8/11/2021		Employee Training	Advisor	Advisor
8/16/2021	8/16/2021	9:00 AM	12:00 PM	Progress	Complete	Continue as planned	8/16/2021		Employee Training	Advisor	Advisor

3. Select the goal you need to add comments to and/or the correct selection for the task

The screenshot shows a form titled 'Testing 123'. It has a 'Prompting Level' dropdown menu with options: 'A', 'V', 'U', 'I', 'F', 'M', 'H', 'G'. The 'U' option is circled in red. Below the dropdown is a 'Comments' text area, also circled in red. There are also sections for 'VMI questions' and 'Back and forth conversations'.

4. Click on Sign & Save

The screenshot shows a form titled 'Progress Notes for Billy Client'. It has a 'Sign & Save' button circled in red. The form includes a 'BRUSHING TEETH' section with a 'Prompting Level' dropdown menu and a 'Comments' text area.

If you have any questions or issues, please reach out to me before the end of the month.