

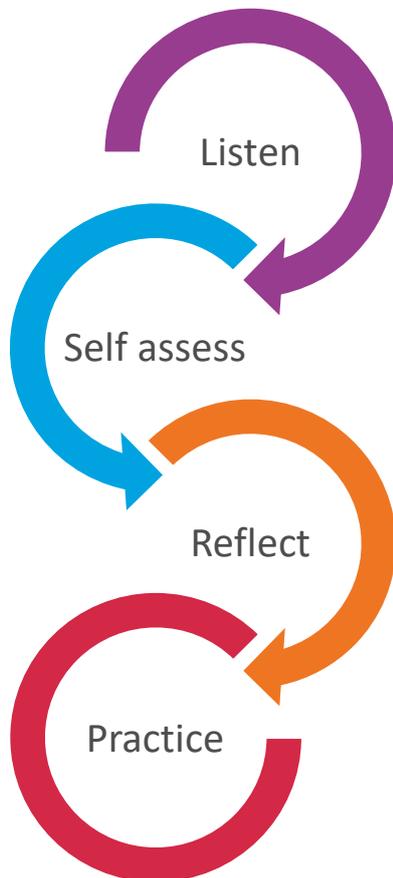
# Practice Bulletin



## Individual Support / Progress Notes

Progress notes are a vital part of a service delivery framework and a must-have for any frontline support team.

Progress notes reflect a person's movement towards their goals, as identified in their Individual Support Plans, and also represent a record of events on each shift or visit, and thereby serve as an important communication tool and evidence of the support provided.



- **LISTEN**

Go to "[engage](#)" and listen to the short video developed by the Quality & Practice Improvement Team

- **SELF ASSESS**

Review your own progress notes, that you have written in the past

- **REFLECT**

Think, how you could improve on how you have been writing notes, in the past. What would you do differently?

- **PRACTICE**

With the information and tips provided within the video, practice using these when writing progress notes.

<i>Prepared by: Andrew Jeffery</i>	<i>Contact: 0417 632 058</i>
<i>Approved by: Andrew Jeffery</i>	<i>Contact: 0417 632 058</i>