

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

## Progress Notes Instructions

Progress Notes must be completed by either the common law employer (CLE) or a support service worker (SSW) to substantiate the claim for the provision of the services. The CLE is responsible to train the SSW in completing the form, prior to that person completing the form independently.

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

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

OR

- Each time the SSW 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 SSW or vendor.

Example 1: Tom is a qualified SSW that provides both Home and Community Habilitation and Respite (unlicensed) to participant Dave. Both the Home and Community Habilitation 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 SSW 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 SSW or vendor.
- The frequency and duration that the SSW or vendor provided the service should be reflected in the second column. Some examples of frequency and duration include, but are not limited to: two times per week, once a month, or once a year.
- The date(s) when the SSW or vendor provided the service should be entered 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 activities completed that support the outcome and services provided in the fifth column. Indicate the progress the participant is making towards obtaining the outcome, or that the participant is maintaining the skills of the outcome.
  
- Describe issues, problems or barriers experienced by the participant, SSW, or vendor related to providing the service.
- Check one box only in response to the question: Did the participant progress or maintain skills in the above outcome? If "no" box is checked, enter recommendations for changes to the service or outcome.
- The person completing the form must print their name and title/role (example CLE or SSW) 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 SC.
- 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.