



Oregon

Kate Brown, Governor

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RE: Personal Support Worker Progress Notes

Dear Personal Support Worker,

Starting July 1, 2016 Oregon Administrative Rules will require that all Personal Support Workers submit progress notes as part of a properly completed timesheet (other elements include time in/time out and signatures of the Personal Support Worker and Employer). This is required of any timesheet submitted after July 1, regardless of when time was worked.

Each timesheet you completed must have a Progress Note; however, at a minimum you must have at least one progress note per month of service.

On the back of your timesheet is a box which states, "Progress Notes." You will need to explain how you helped the person to meet their goals as outlined in the ISP, service agreement, or job description. The progress note should also include information that you feel the Service Coordinator or Personal Agent should know.

Below are some examples of what a progress note should look like:

- Example 1
 - Goal: Help John with bathing and mobility
 - Progress Note: "I worked with John on his mobility issues. During our work I noticed the he is having more problems getting in and out of the bathtub."

- Example 2
 - Goal: Help with light housekeeping and assist Lisa in learning how to use a vacuum
 - Progress Note: “Lisa and I worked on keeping her house clean. We worked on Lisa’s bathroom, living room, and kitchen. Lisa is quickly learning how to work with a vacuum and can now plug the vacuum in and do small rooms. She gets tired when working on large rooms and still has a hard time not running over the cord. She also needs reminding to roll the cord back up when she is done.”

FAQ:

- 1. Q. If I submit 4 timesheets at one time, how many progress notes do I need to write?**

A. You would need to write one progress note for each timesheet. Thus 4 progress notes for 4 timesheets.

- 2. Q. If I forget to do a progress note on one timesheet, but I did them on previous ones, will I still be paid?**

A. A properly completed timesheet must include a progress note as of July 1, 2016. If a timesheet does not include a progress note, it is not considered to be properly completed and will be returned.

- 3. Q. What if the supports I provide are exactly the same every day of the year? Do I need to write a progress note with each timesheet? Can it say the exact same thing each time?**

A. The progress note should indicate the type of support you have provided.