

# Progress notes requirements for personal support workers (PSWs)

## What is new?

For time worked starting July 1<sup>st</sup>, 2016 Office of Developmental Disabilities (ODDS) is requiring a progress note as part of a completed timesheet. Without a progress note timesheets will be incomplete and time worked will not be paid until the timesheet is completed by the PSW. This could delay the PSW's pay until a later pay period.

## What is a progress note?

A progress note is written information that tells what the PSW did to meet the needs of the person they work for. Progress notes can be in the language the PSW writes in.

## How often must a PSW write a progress note?

PSWs should ask their employer how often they should write progress notes about the services they provide.

PSWs must write at least one progress note for each timesheet they turn in that tells what the PSW did during the dates for that timesheet.

Some PSWs turn in timesheets that cover more than a month of work. PSWs must write at least one progress note to tell what the PSW did for each month they worked.

## Where does a PSW write a progress note?

PSWs should ask their employer where they want their PSW to write progress notes. If the employer does not have a place for a PSW to write progress notes PSWs can write progress notes in the box on the printed timesheet from eXPRS.

## What does a PSW need to do with progress notes?

PSWs must turn in progress notes to the CDDP or Brokerage on or attached to their signed timesheet. PSWs should ask their employer if there is any other way the employer wants to keep the progress notes.

## What else does a PSW need to know?

Progress notes are an important way Services Coordinators and Personal Agents can know about the things PSWs do to meet the needs of people they work for.

For examples of good progress notes please go to (PSW resources page)

If you need an accommodation to write progress notes ask your employer.