**ATTACHMENT B**

**Progress Notes and Daily Logs**

Sample Progress Note/Daily Log template for Respite workers:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **YOUTH’S FULL NAME: DOB:** | | | | | |  |
| **LOCATION OF SERVICE:**  **TYPE OF SERVICE:** | | | | | | |
| **Reason for Respite** | | **How**  **Often** | **Length of**  **Time** | **Total Time** | **Goal(s)** | |
|  | |  |  |  |  | |
| **DATE** | **START TIME** | **END**  **TIME** | **PROGRESS NOTE**  *(BRIEF DESCRIPTION OF SERVICE*  *VISIT, YOUTH’S RESPONSE)* | | | **Signature of Worker** |
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