**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**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |