**West Michigan Community Mental Health**

**PROGRESS NOTES JOB AID**

**Date: 7/29/24**

**Services this applies to:**

* H2015 Community Living Supports
* H2016 Community Living Supports in a Specialized Residential Setting

**Notes Must Include:**

1. All notes must include:
   * Date of service
   * Time of service (not needed for H2016 Specialized Residential)
   * Name of staff providing service (clearly printed or typed)
   * Name of individual being served
   * Signature of staff providing service
   * Credentials of staff providing services, for example: DSP (Direct Support Professional) or DCW (Direct Care Worker).
2. Note must be individualized to the person being served.
3. Notes must address goals and objectives in the person’s IPOS.
4. Notes must describe not just what the person did, but what staff did to support the person. Include words describing what staff did, for example:
   * Trained
   * Supported
   * Prompted
   * Cued
   * Assisted
   * Reminded
   * Guided
   * Observed

**Other Requirements:**

1. For H2016: At least 1 note per date of service.
2. For H2015: notes must span the hours of service provided each day.
3. Notes may be handwritten or typed. They may be stored electronically or as hardcopies.
4. Notes must be securely retained and provided to WMCMH upon request.

*Questions? Contact ProviderContracts@wmcmhs.org*