FOOTHILLS GATEWAY, INC.

Progress Summaries – Supported Living Services (SLS)/Children's Extensive Support (CES)

PROCEDURE:

Progress summaries are to be written at intervals specified in each individual's Service Plan (SP). These reports reflect all services and supports identified on the SP for the period of time specified. The annual progress summary reflects all services and supports and progress made by the individual throughout the year.

In addition to listing each service and the hours allotted for that service, the following should be included in the progress summary for each area addressed:

- Why the service is needed
- What is working with the service, and how was this accomplished
- What is not working with the service, and what is being done to correct this
- What specific activities have been done to implement the service
- What delays or obstacles have been encountered while trying to deliver the service (i.e., providers have quit, the individual has been ill or on vacation, the individual refuses to participate, etc.)
- How natural supports are being used to supplement the service or how are they being used to decrease the need for service hours

Progress summaries are submitted to the Department of Resource Coordination and Development Administrative Assistant and to the individual in service/guardian.

Information about the frequency of the progress summaries will be recorded in the Service Plan. For individuals enrolled in the Medicaid SLS and CES programs, this information will be recorded in the assessments section. For individuals enrolled in the State SLS program, information about the frequency of progress summaries will be found in the recommendation section.

10/04... 6/12; 12/13; 7/15