

FOOTHILLS GATEWAY, INC.

Progress Notes for State SLS

PROCEDURE:

1. Service providers will submit notes that provide information about the specific supports and services provided for each individual served. The notes must contain the individual's full name, the date and the time of the service and the full name of the person providing the services.
2. Notes must contain sufficient detail about each activity. The notes should describe the activity, any difficulties encountered, the outcome of the activity and how the activity relates to a goal stated in the Service Plan.
3. A separate note entry with accompanying time and date should be written for each category of service each time the service provider works with the individual. The notes should contain sufficient detail to support the number of hours billed.
4. SLS Case Managers will review the notes each month. The Case Manager will request missing information (name, dates, provider name, etc.) or missing sufficient detail from the Program Approved Service Agency (PASA) Coordinator. The service provider will resubmit notes with requested information to the SLS Case Manager.

5/053/18; 3/19; 2/20