



Visit Note Training

As a Pikes Peak Respite Services provider you are required to document the care/services you provide on visit notes. It is a requirement from the State of Colorado that visit notes **MUST** be submitted for all shifts worked. PPRS is required to be in compliance with this for licensing. It is important to be sure to complete your visit notes at the end of each visit. Don't wait until the last day of the pay period to fill out visit notes on all individuals you support. Be sure to meet the deadlines for turning in your visit notes. **As of June 1st, timesheets are due weekly along with all correlating visit notes, every Monday before 10 a.m.** Timesheets with missing visit notes will not be processed until all notes have been received. **(Remember: completing visit notes on time helps us and YOU get paid!)** Visit notes for all services can be found on the Pikes Peak Respite Services website under the staff portal. Visit notes are in a fillable format and are received immediately after submission. It is recommended that you take a screenshot or print your visit notes for your own records.

Make sure your documentation is complete and accurate. Double check it before you send it in! In general, your documentation will be complete if you include the following information on the correct lines:

- The date and time. Must indicate time in and time out, including am/pm.
- The person in service's correct and full name. (See binder if unsure)
- The tasks/activities you perform with each individual during your shift.
- Where the shift took place. I.e: home, community-be specific!
- Your full name.
- Full name of person responsible.

*The person responsible is the **parent or guardian** of the person supported.*

Visit notes should be specific and detailed

Homemaker(HB) Visit notes:

Homemaker services are ONLY AUTHORIZED FOR THE PERSON IN SERVICES

Includes:

- routine light housecleaning, such as dusting, vacuuming, mopping and cleaning the bathroom and kitchen areas
- meal preparation
- bed making for the client only > laundry for the client only
- shopping

The visit note should include what specific duties you performed and in what room. Example: Vacuumed and dusted PRS' (person in services) room, took sheets off individual's bed, washed and remade bed, cleaned tub, sink, toilet and mopped floor in PRS' bathroom. Mopped floor in kitchen under table where person in services eats meals and did lunch dishes from PRS.

Homemaker (HE) Visit notes:

Includes:

- Same house hold tasks as described under homemaker basic with addition of teaching the tasks or extraordinary cleaning
- **Goal based service- have an understanding of the goal in service plan. The cleaning should not be exclusively done by you but incorporated into teaching the individual the particular steps of cleaning. The primary goal is to increase independence were applicable. If you are unsure of the goal please contact Beverly.**
- Extraordinary cleaning is a result of behavioral or medical needs, such as need for dust-free environment due to allergies or cleaning of fecal smearing due to behaviors.

Providers: Upon arrival for both HB and HE, establish a routine for each visit so it is clear what is needed and expected. Before leaving each homemaker shift, have the parent/guardian walk through so you can explain what you accomplished while there before they sign your timesheet.

Mentorship/Community Connector/Supported Community Connector:

The visit notes for all services should include:

- Where the visit took place.
- Time and Date
- Person supported first and last name.
- The individual's goal-if you are not sure read the care plan located in the person's supported binder or contact management. It is your responsibility to have an understanding of the service plan and goal. The service provided must pertain to the goal.
- Name of person responsible. If the individual is their own guardian they may be the person responsible.

Supported Community Connector Visit Form:

Date of Support:

06/01/2019

First and Last Name of Contractor :

Aimee Mathias

Email:

for.example@gmail.com

First and Last Name of Person Supported::

John Doe

Time in::

10 am

Time out::

12 pm

SCC Activity and Location::

SCC Activity and Location: Shopping at the Arc and lunch at Wendy's. While at both locations I encouraged John to independently talk to the employees when paying for items and giving his order for food. I helped John count his money before he paid and after he got change to ensure he gave and received the right amount of money.

How Activity Pertains to Goal::

How activity pertains to goal: This activity encourages John to become more independent with money management and increases his social skills when talking to others in the community.