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| PROGRESS REPORT AND RECOMMENDATIONS | |
| Name: Laura Cooper  Report Completed by (name and title):  Jessica Reno, Program Director | Date of Progress Report: 02/09/2015  Type of Progress Report (i.e. annual): Annual  Date of Review Meeting (if applicable):  02/18/2015 to 02/17/2016 |
| To:  Person Served  Legal Representative  Case Manager  Other: | |
| Summary of Service Outcome and Support Progress | |
| The license holder must provide services in response to the person’s identified needs, interests, preferences, and desired outcomes. Services will be provided according to MN Statutes, chapter 245D and the applicable waiver plan for the person served. The following information will be assessed and determined by the person served and/or legal representative and case manager and other members of the support team. | |
| Before each meeting, the Program Manager will have a conversation with the person served to review the outcomes that were worked on for the last review period and the progress that the person served made.  Date this meeting took place: 02/11/2015  Summary of what was discussed: Staff and Laura discussed her current outcomes and how they relate to Laura’s short and long term goals. Laura reported a desire to continue working on her current outcomes.  Summary of what the person served would like to work on for the next review period: Laura would like to continue working with staff on increasing her researching of and attending of community activities. Laura also reported a need to continue with staff on completing domestic tasks as her schedule is quite busy. Laura identifies the need to meal plan and work on healthy eating goals, however reported not enjoying staff prompts regarding grocery shopping.  How does this relate to the person served interests, long-term goals, lifestyle change, or any other potential accomplishments the person would like to achieve? Laura and her guardian identify the need for Laura to continue making healthy lifestyle choices to remain healthy and independent. Laura reported a strong desire to maintain her health in order to continue attending community based activities and travelling. | |
| **PERSON CENTERED OUTCOMES** | |
| **Outcome #1:**  **Date of development:** 12/29/2002  **Projected start date for implementation:** 12/29/2002  **Date by which progress towards accomplishing the outcome will be reviewed and evaluated:** 02/17/2016 | |
| Outcome statement with measurable and observable criteria for outcome achievement:  I would like to increase my independent living skills by doing domestic chores. I will complete domestic tasks such as, but not limited to: cleaning, laundry (towels, sheets, and underpants), straightening my clothes, and sorting mail/papers at least one time per week with 3 or fewer prompts from the In-home staff 90% of all trials through 02/17/2016. | |
| Methods or actions that will be used to support the person and to accomplish the outcome:  1. Laura, with staff’s help, will identify a domestic task that needs to be completed  2. Laura will complete the domestic task independently or with staff assistance as needed  3. If items are needed to complete the chosen task, Laura and staff will go to the store and purchase the needed items  4. Staff will keep track how many prompts (verbal, physical, etc.) Laura needed to complete the task and document the number and what task Laura did. | |
| Changes or modifications necessary to the physical and social environments:  None | |
| Equipment and/or materials required:  Cleaning and laundry supplies, as well as organizational supplies for paper and mail. Shift Summary documentation and pen. | |
| Techniques that are used that are consistent with the person’s communication mode:  Staff will encourage Laura to complete tasks and explain things to Laura in the moment if questions occur. | |
| Techniques that are used that are consistent with the person’s learning style:  Staff will provide 3 or less prompts or verbal cues to redirect Laura as necessary. | |
| Data collection method:  Staff will document what task Laura completed during shift and how many prompts where needed for her to complete the task, if any at all. | |
| Names of staff or positions responsible for implementing the supports and methods:  Laura, In-home staff and Program Manager. | |
| **DATA COLLECTION KEY** | |
| \*Summarize Performance toward Outcome using documentation from daily log and make recommendations using the following key. Be sure to include the measurement criteria in the summary to determine if progress has been made on the goal. | |
| |  |  |  |  | | --- | --- | --- | --- | | Month & Year | Percentage | A= Accomplished  MP= Made Progress  LP= Little Progress  NP =No Progress | Comments | | February | 80% | MP | Laura completed laundry, dishes, picked up her clothing, and cleaned her bathroom with limited prompts. | | March | 100% | MP | Laura completed dished and organized her mail without prompts. | | April | 50% | LP | Shift Summaries did not reflect this outcome was accomplished regularly. | | May | 50% | LP | Shift Summaries did not reflect this outcome was accomplished regularly. | | June | 80% | MP | Staff assisted Laura in taking out the trash and deep cleaning her kitchen. | | July | 100% | A | Laura washed and rinsed her dishes during each shift, as well organized her mail. | | August | 85% | MP | Staff assisted Laura in completing the dishes and taking out her trash. | | September | 85% | MP | Staff and Laura cleaned her kitchen cupboards out and purchased cleaning supplies. | | October | 80% | MP | Laura cleaned her apartment while staff organized her mail. | | November | 50% | LP | Shift Summaries did not reflect this outcome was accomplished regularly. | | December | 80% | MP | Staff assisted Laura in taking out the garbage and washing dishes. | | January | 100% | A | Laura and staff organized her mail, cleaned her bathroom and kitchen, dusted her apartment, and cleaned out her fridge. | | |
| Summary of progress toward achieving this outcome: When documented in the shift summary, Laura utilized staff assistance to regularly complete dishes, take out her garbage, and purchase cleaning supplies. Laura also completed a deep clean of her apartment as needed, specifically in the bathroom and kitchen.  Recommendation for implementing this outcome:  Continue  Change  Discontinue  Rationale for the recommendation: Laura achieved this goal with a moderate to high degree of success but continues to need consistent prompts from staff to initiate cleaning tasks due to being tired after work and busy with activities. | |
| If changes were made to the outcome during the meeting, state here how the outcome will look for the next review period: | |

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| **Outcome #2:**  **Date of development:** 04/30/2007  **Projected start date for implementation:** 04/30/2007  **Date by which progress towards accomplishing the outcome will be reviewed and evaluated:** 02/17/2016 |
| Outcome statement with measurable and observable criteria for outcome achievement:  I would like to increase my cooking skills by making healthy meals on my own at least 2 times per month. I would like to pre-plan my meals to be cooked by making a menu to hang up and creating a grocery list to match my menu items (list will be pre-approved by mom). I would like to accomplish creating a healthy menu once per month 100% of trials and I would like to accomplish cooking at least 3 times per month 85% of trials as recorded by 02/17/2016. |
| Methods or actions that will be used to support the person and to accomplish the outcome:  1. Laura and In-Home staff will develop a monthly meal calendar for IHS shifts on Tuesday and Wednesday for each shift even adding scheduled days of going out to eat to be approved by guardian.  2. Laura and In-Home staff will put all the necessary ingredients to cook the meal on a grocery list to have approved by guardian.  3. After menu and meals have been approved then Laura with In Home’s staff assistance will prepare to cook.  4. Laura and In-Home staff will find all necessary measurement cups that will be used to cook the meal. |
| Changes or modifications necessary to the physical and social environments:  None |
| Equipment and/or materials required:  Menu calendar, grocery list, kitchen appliances and utensils, Shift Summary for documentation and pen. |
| Techniques that are used that are consistent with the person’s communication mode:  Staff will utilize verbal cues to communicate with Laura while completing this outcome. Laura will be successful if 3 or fewer verbal prompts are provide by staff to complete the outcomes. |
| Techniques that are used that are consistent with the person’s learning style:  If questions arise, staff will explain things to Laura. Staff will use a supportive, informational, and directional approach. |
| Data collection method:  Staff will document if Laura completes all steps of the outcome and how many prompts were needed to complete the task. Staff will record what type of assistance was needed, if any. |
| Names of staff or positions responsible for implementing the supports and methods:  Laura, In home staff, and Program Manager. |
| **DATA COLLECTION KEY** |
| \*Summarize Performance toward Outcome using documentation from daily log and make recommendations using the following key. Be sure to include the measurement criteria in the summary to determine if progress has been made on the goal. |
| |  |  |  |  | | --- | --- | --- | --- | | Month & Year | Percentage | A= Accomplished  MP= Made Progress  LP= Little Progress  NP =No Progress | Comments | | February | 70% | MP | Laura and staff planned meals to make. | | March | 80% | MP | While out to eat and grocery shopping, Laura choose gluten free meal options. | | April | 70% | MP | Laura ate out three times this month, but made healthy eating choices at the grocery store. | | May | 80% | MP | Laura and staff planned her meals for the week and then cooked during shifts. Laura also went to the movies. | | June | 70% | MP | Laura and staff ate out three times in the month, but Laura with staff prompts made healthy grocery shopping choices. | | July | 85% | A | Staff assisted Laura in labeling her groceries with dates and cleaning the fridge, throwing away expired food. | | August | 85% | A | Laura cooked dinner twice in her home this month. | | September | 70% | MP | Laura and staff ate out three times in the month, but Laura with staff prompts made healthy grocery shopping choices. | | October | 85% | A | Laura met with her nutritionist and recommitted to eating healthy foods with staff. | | November | 85% | A | Laura choice gluten free healthy foods when eating out. | | December | 85% | A | Laura cooked healthy meals at home three times this month with staff assistance. | | January | 70% | MP | Laura purchased snacks at the grocery store and ate out three times in the month. | |
| Summary of progress toward achieving this outcome: Laura and staff consistently create grocery lists and Laura purchases healthy lunch items at the grocery store. Staff regularly prompts Laura to avoid purchasing pop or sugary snacks but Laura’s decision to make healthy choices varies.  Recommendation for implementing this outcome:  Continue  Change  Discontinue  Rationale for the recommendation: Staff have not consistently communicated and received approval from Laura’s parents to eat out or on the grocery list and need to improve in working this portion of the outcome correctly. |
| If changes were made to the outcome during the meeting, state here how the outcome will look for the next review period: |

**SIGNATURE PAGE**

**By signing below, I am indicating the completion and approval of *Progress Report and Recommendations*.**

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| Person served: | Date: |
| Legal representative: | Date: |
| Case manager: | Date: |
| Licensed provider contact: | Date: |
| Other support team member (name and title): | Date: |
| Other support team member (name and title): | Date: |