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| PROGRESS REPORT AND RECOMMENDATIONS | |
| Name: Joshua Mormon  Report Completed by (name and title): Jessica Reno, Program Director | Date of Progress Report: 6/12/2015  Type of Progress Report (i.e. annual): Semi-Annual  Date of Review Meeting (if applicable): 6/24/2015 |
| To:  Person Served  Legal Representative  Case Manager  Other: High Quality Services Residential | |
| 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: 05/05/2015  Summary of what was discussed: Josh reported that his ILS staff had not been attending shifts or communicating consistently. As a result, Josh advocated for a new ILS staff member and reviewed his availability with the Program Director.  Summary of what the person served would like to work on for the next review period: Josh reported a desire to work on employment maintenance, money management, and housing acquisitions skills.  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? Josh secured a part time job which he wants to maintain, as well as increase money management skills related to his increased budget from wages. Josh reported a long term goal of living independently in the community, so would like to increase housing related skills. | |
| **PERSON CENTERED OUTCOMES** | |
| **Outcome #1:** I would like to improve my time management skills.  **Date of development:** 12/23/2013  **Projected start date for implementation:** 12/17/2014  **Date by which progress towards accomplishing the outcome will be reviewed and evaluated:** 12/16/2015 | |
| Outcome statement with measurable and observable criteria for outcome achievement:  I will keep track of my schedule, to ensure that I increase my time appropriately. I will do this 75% of the shifts until 12/16/2015. | |
| Methods or actions that will be used to support the person and to accomplish the outcome:   1. I will meet with residential staff one day per week to create a weekly schedule, which details appointments. 2. I will communicate his schedule to ILS staff every week to coordinate appointments with ILS shifts. | |
| Changes or modifications necessary to the physical and social environments:  None | |
| Equipment and/or materials required:  Pen and shift summary. | |
| Techniques that are used that are consistent with the person’s communication mode:  Staff will clearly communicate the shift schedule and the expectation for Joshua to attend all shifts as scheduled. | |
| Techniques that are used that are consistent with the person’s learning style:  Staff will model good time management skills by attending all shifts on time and contacting Joshua in advance to report unplanned shift schedule changes. | |
| Data collection method:  Staff will complete a shift summary to track Joshua’s outcome achievement. | |
| Names of staff or positions responsible for implementing the supports and methods:  ILS staff and Program Director. | |
| **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 | | January 2015 | 60% | MP | Josh attended scheduled shifts on time. | | February 2015 | 50% | MP | Josh created a schedule for the week with staff support. | | March 2015 | 40% | LP | Josh achieved this goal when worked. | | April 2015 | 70% | MP | Josh achieved this goal when worked. | | May 2015 | 0% | NP | No shifts completed. | | June 2015 | 0% | NP | No shifts completed. | | |
| Summary of progress toward achieving this outcome: When worked, Josh made progress toward achieving this goal.  Recommendation for implementing this outcome:  Continue  Change  Discontinue  Rationale for the recommendation: It is recommended that this goal be continued as Josh can continue to grow in the skill of maintaining a schedule. | |
| 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: |