



## **Progress Notes** **Instruction Sheet**



### **PURPOSE:**

Staff is required to record and maintain information about children and families. Documentation is to be current, accurate, factual, and objective.

Progress Notes are used to record contact with the family, updates about the children, and the work completed by staff as it relates to each section of the file.

### **TIMELINE:**

The Progress Notes are updated throughout the child/family's involvement with Early Head Start/Head Start, beginning with enrollment/registration. The Progress Notes are updated regularly, as needed.

### **RESPONSIBLE STAFF:**

Site Supervisor/Assistant Site Supervisor, Family Service Advocate, Home Visitor, Teacher, Assistant Teacher, Early Childhood Education/Disabilities Specialist, Comprehensive Services & Quality Improvement Program Support, and other staff as required

### **INSTRUCTIONS:**

This form is to be used to document activities related to Enrollment and Attendance (Section 1), Health and Nutrition (Section 2), Family Partnerships (Section 3), Education (Section 4), Disabilities (Section 5), and Mental Health (Section 6).

- Complete the form in ink
- Print information legibly
- Complete top section of Progress Note sheet, including Child's Name, Date of Birth, Site/Classroom, and Teacher/Home Visitor name.
- Mark the content area that applies and file the Progress Note in the corresponding content section.
- Each entry must include:
  - Date
  - An objective and specific statement of work completed and/or contact with the family
- Staff making an entry must PRINT their name (first initial and last name); staff shall not use legal signatures.